



HARROW ADMISSIONS FORUM

MONDAY 1 DECEMBER 2008

SUPPLEMENTAL PANEL AGENDA (ADVISORY AND CONSULTATIVE)

AGENDA - PART I

- Enc. 7. **Feedback from School Admission Arrangements Working Group:**
(Pages 1 - 6)
Report of the Director of Schools and Children's Development.
- Enc. 8. **High School Admission Issue:** (Pages 7 - 10)
Report of the Director of Schools and Children's Development.
- Enc. 9. **Review of Information Requested on In-Year Application Forms:** (Pages 11 - 20)
Report of the Director of Schools and Children's Development.
- Enc. 10. **Admission Arrangements 2010-11:** (Pages 21 - 94)
Report of the Director of Schools and Children's Development.

Note: In accordance with the Local Government (Access to Information) Act 1985, the following agenda items have been admitted late to the agenda by virtue of the special circumstances and urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
7. Feedback from School Admission Arrangement Working Group	This report was not available at the time the agenda was printed and circulated. Members are requested to consider this item, as a matter of urgency.
8. High School Admission Issue	This report was not available at the time the agenda was printed and circulated. Members are requested to consider this item, as a matter of urgency.

9. Review of
Information
Requested on In-
Year Application
Forms

This report was not available at the time
the agenda was printed and circulated.
Members are requested to consider this
item, as a matter of urgency.

10. Admission
Arrangements 2010-
2011

This report was not available at the time
the agenda was printed and circulated.
Members are requested to consider this
item, as a matter of urgency.

AGENDA - PART II - NIL

Meeting:	Harrow Admissions Forum
Date:	1 December 2008
Subject:	Feedback from School Admission Arrangements Working Group
Key Decision: (Executive-side only)	Yes
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	Appendix 1: Please see appendix A and B at agenda item 10 (starting at page 27 of the agenda) Appendix 2 – Please see appendix C at agenda item 10 (starting at page 47 of the agenda)

Section 1: Summary

Section 1 – Summary and Recommendations

Recommendations:

To note the outcome of the review of the Working Party on high school oversubscription criteria.

To decide whether to adopt the recommendation of the Working Party to consult on distance as the only option.

To agree the consultation arrangements on proposed admission arrangements to apply to Harrow community primary and high schools for the school year 2010-11.

Reason: To meet the statutory requirement to consult before determining admission arrangements.

SECTION 2 - REPORT

INTRODUCTION

Under the School Standards and Framework Act 1998 Harrow is required to consult before determining its admission arrangements.

The 1998 Act (as amended by the Education Act 2002) also requires each LA to establish an Admissions Forum to provide a vehicle for admission authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements.

The Harrow Admissions Forum has a role to consider current admission arrangements to assess how well they serve the interest of local parents and children.

1. ADMISSION ARRANGEMENTS

In October 2008 the Cabinet agreed the strategic approach to school re-organisation and established a Stakeholder Reference Group (SRG) to provide advice and guidance on proposals and options for school organisation. A range of Focus Groups were engaged to work in conjunction with the Reference Group. The Harrow Admissions Forum set up a Working Group specifically to review co-educational community high school admission arrangements.

The Working Group met on a number of occasions and developed a set of underlying principles for the review, as follows:

- Compliance with the code of practice.
- Encourage parents to stay in Harrow
- Achieve a balance so there is perceived fairness and equity across the borough.
- Act on the commitment made to review high school admission arrangements at the time of change in age of transfer.

The following options were considered:

1. No change

The current arrangements were considered to be liable to legal challenge as they would not be deemed to be fair and equitable because:

- Some primary schools have dual links.
- One high school is oversubscribed by children from its feeder primary schools.
- One high school only has one single linked school.

2. Minimise change by retaining links but adjusting where current links not working effectively

This option was considered at great length but there were major difficulties in developing a model that was fair, equitable and would gain the support of parents and schools.

3. Abolish links and change to:
 - distance
 - random allocation (lottery)
 - banding

Lottery and banding had been ruled out following the early soundings exercise.

The Working Party felt that distance offered a fair, equitable and stable option both for now and the future.

At the meeting on 3 November 2008, Forum Members received an interim report from the Group. Since then the Group has had two further meetings and has now concluded their review. Initially, it was considered that there should be two options for consultation.

1. Distance from home to school measured in a straight line.
2. A revised links model.

A number of models were developed for the Working Group's consideration. In addition the Group received independent legal advice about using linked schools as an oversubscription criterion. Specifically, advice was sought on how to develop a link school model that:

- Meets the requirements of the School Admissions Code of Practice.
- Is in line with legal advice.
- Would limit the likelihood of legal challenge.
- Is sufficiently robust to meet the challenge of change (ie new housing developments, expansion/contraction of school population, etc.).

The Working Party considered a number of linked school models that had been developed, based on distance from primary school to high school, and which could meet a legal challenge. However, the Working Party did not believe it was possible to develop a single model that would gain the support of parents and schools. The Working Party was concerned about the disruptive impact of changes and the knowledge, based on previous experience, that any change to long established links was going to be extremely unpopular.

It also proved exceptionally complex to establish underlying principles or a clear rationale to support why a particular school's link should change.

The reasons for this were as follows:

- The outcome of the early soundings exercise was that only a small number (ie 4.7%) of respondees supported linked high school over distance. However, when asked if they would still want a linked school system if links changed, over 50% of respondees indicated they would not support any change to established links.
- Independent legal advice was clear that dual links are likely to be challengeable. This meant that the current system would need to be changed.

- To ensure that all high schools had a potential intake that matched their planned admission number, a number of primary schools would need to change to a new linked high school. The Working Party considered the disruptive impact of change and was aware that changes to long established links is going to be very unpopular.
- Because primary schools have differing intakes, it was not possible to develop a linked school system that ensured all high schools had a potential intake greater than their planned admission number.
- Demographic changes means that links will need to be reviewed constantly resulting in disruption and insecurity. This would lead to instability with links changing to meet circumstances.
- Independent legal advice is that linked schools will only be acceptable when high schools do not fill all their places via the feeder criterion. At least some children must be placed in the school because they live in close proximity. This means that Park High school would need to reduce the number of linked primary schools.
- The Working Party took account of an exercise undertaken using only distance on the 2008 high school transfer group. This showed little impact on the number of successful first preference applications ie 1556 with linked schools and 1549 with distance. What was shown was that 106 pupils (6%) who would have been offered the linked school using links, would not have been offered places if distance were used. In many cases, these pupil were offered a more local (and in some case a higher preference) school.

RECOMMENDATION: In light of the above, the Working Party agreed to recommend to the Harrow Admission Forum that there should be a single option for consultation, namely, distance from home to school measured in a straight line.

This means that the proposed admission arrangements for co-educational high schools for September 2010 would be:

1st priority	CHILDREN LOOKED AFTER
2nd priority	AGREED MEDICAL CLAIMS
3rd priority	SIBLINGS ATTENDING THE SCHOOL AT THE SAME TIME (excluding students at the sixth form)
4th priority	DISTANCE FROM HOME TO SCHOOL MEASURED IN A STRAIGHT LINE

Any new admission arrangements for September 2010 will apply to two year groups:

- Children in year 6 in September 2009 who will be transferring to year 7 in September 2010
- Children in year 7 in September 2009 who will be transferring to year 8 in September 2010

CONSULTATION

WHEN

- Consultation on admission arrangements will take place between 8 December 2008 and 13 February 2009.

WHO WILL BE INVOLVED

- All Harrow governing bodies and schools
- Parents
- Community groups
- Neighbouring LAs

ARRANGEMENTS FOR CONSULTATION

- Report to all Harrow governing bodies and pro-forma response forms.
- Information/pro-formas provided for schools to use with parents.
- Schools' normal communication channels (ie newsletters, parents evenings, etc).
- Harrow People magazine January 2009.
- Harrow website.
- Officer attendance at meetings.

Financial Implications

There are no financial implications arising from this report.

Performance Issues

There are no performance issues arising from this report.

Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 25.11.08		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 25.11.08		

Section 4 - Contact Details and Background Papers

Contact: Madeleine Hitchens, Manager Place Planning & Admissions – 020 8424 1398 madeleine.hitchens@harrow.gov.uk

Background Papers: N/A:



Meeting:	Harrow Admissions Forum
Date:	1 December 2008
Subject:	High School Admissions Issue
Key Decision: Yes (Executive-side only)	
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	

Section 1: Summary

Section 1 – Summary and Recommendations

Recommendations:

To make a decision as to the appropriate resolution to the issue of non-admission to school.

Reason: To meet the statutory requirement to consult before determining admission arrangements.

SECTION 2 - REPORT

INTRODUCTION

Background

In April 2008, a pupil was referred to the Rapid Intervention Team (RIT) as she was at risk of permanent exclusion. The school felt it was in her best interest to foster new relationships and to have a fresh start away from friends who were a bad influence

The outcome of the RIT meeting was that a managed move to a fresh school was agreed and the pupil started at the new school. The school offered was not the parent's choice and her parent asked for her name to be added to the waiting list for another school.

In October 2008, a vacancy arose in the appropriate year group at the parents preferred school. At that stage the student was first on the waiting list, so a letter offering a place was sent.

The school arranged an admission interview and both parent and student attended. Later that day the Education Welfare Service received a telephone call from the parent advising that although the student had been offered a place she had been told by the headteacher that the school would be unable to accept her daughter as she had previously had a managed move from another school.

The Manager of the Admissions Service spoke with the parent to identify why she was seeking a further move for the student. The response was that the student had not settled into the new school and that it was too far for her to travel to every day. A Transition Support Officer was asked to work with the student and parent to support them at this time. There have also been a number of conversations with the school but the case has reached an impasse.

In the circumstances legal advice was sought and their response is as follows. As the child has not been excluded twice, nor are any of the circumstances met in Para 3.13 of the School Admissions Code of Practice relating to refusal to admit a child with challenging behaviour; paragraph 3.1 applies which states that the Admissions Authority **must** comply with parental preference. The headteacher needs to explain her reasons for refusal and her reliance on the managed move argument is not lawful as far as the Code applies.

The Code is explicitly clear that failure to act in accordance with the provisions of the Code (particularly those that are mandatory) is a breach of that authority's statutory duty to act in accordance with the provisions of the Code. The Code applies to Admissions Authorities (i.e the Local Authority in this case) and the Governing Body of the School in question; therefore the failure to comply with the provisions of the Code is causing the Local Authority and the Governing Body of the school to breach its duty to comply.

In terms of resolution there are a number of possibilities that could be considered, such as

Discussions with the Headteacher. A number of discussions and a letter from the Director of Schools and Children's Development have not achieved a resolution.

Discussions with the Chair of the Governing Body to remind them of their duty to comply with the Code. A letter has been sent to the Chair of Governors.

Use of the school complaints procedure.

Use of the internal complaints procedure.

Referral to the Admissions Forum

Referral to the Schools Adjudicator as a last resort.

The Admissions Forum is set up to ensure compliance with the Code. In the event that the matter remains at an impasse, the Admissions Forum and the Local Authority (as the Admission Authority) can refer the matter to the Schools Adjudicator where there has been a failure to comply with the mandatory provisions of the Code. The Legal adviser's view is that although the admission arrangements themselves are not contrary to the Code, it is the practice being adopted by the school that is contrary and under Para 4.11 of the Code, the Admissions Forum can refer an objection to the Schools Adjudicator where they identify a "practice" that may be unfair or unlawful.

The parent is refusing to send the student to the previous school as she feels she should be attending the school for which she is holding an offer from the local authority, which is the admissions authority for the school. In the circumstances, it was felt that the views of the Admission Forum should be sought on this breach of the Code of Practice in view of the authority's responsibility under the Code and a recommended way forward to resolve the matter.

CONSULTATION

Not applicable.

Financial Implications

There are no financial implications arising from this report.

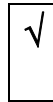
Performance Issues

There are no performance issues arising from this report.

Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 25/11/08		

Name: Rosemarie Martin



on behalf of the*
Monitoring Officer

Date: 25.11.08

Section 4 - Contact Details and Background Papers

Contact: Madeleine Hitchens, Manager Place Planning & Admissions – 020 8424 1398 madeleine.hitchens@harrow.gov.uk

Background Papers: N/A:

Meeting:	Harrow Admissions Forum
Date:	1 December 2008
Subject:	Review of information requested on In-Year application forms
Key Decision: (Executive-side only)	Yes
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	Appendix 1 – copy of current primary and secondary application form.

Section 1: Summary

Section 1 – Summary and Recommendations

Recommendations:

To agree the change to the information requested as part of the application process for an in-year primary / secondary school place.

Reason: (For recommendation)

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SECTION 2 - REPORT

Background

At the last meeting of the Harrow Admission Forum, Members received a report on the in-year application process. After discussion and consideration of the matter, Members asked that legal advice be sought regarding the inclusion or removal of the questions, as raised by the Portfolio Holder for Schools and Children's Development and the advice be reported back to the panel.

The view of the legal adviser is that it is not appropriate for information that is not part of the admissions process to be included on the application form. Therefore, the following questions will be removed:

- How long has the child lived in the UK?
- Which languages are spoken in your home?
- Does your child speak English? If yes, say how well.

Financial Implications

There are no financial implications arising from this report.

Performance Issues

There are no performance issues arising from this report.

Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 25.11.08		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 25.11.08		

Section 4 - Contact Details and Background Papers

Contact: Madeleine Hitchens, Manager Place Planning & Admissions – 020 8424 1398 madeleine.hitchens@harrow.gov.uk

Background Papers: N/A:

Please complete the application form clearly in BLOCK CAPITALS. To help us deal with your application as quickly as possible, please answer all the questions. **Regrettably, we will have to return the form if you leave any question unanswered, or do not provide the proofs we ask for. This will delay offering a school place for your child.**

Note 1. Date of birth. Please help us by making sure that you give the right date of birth for your child as this ensures that s/he is placed in the correct year group. If your child has not attended a Harrow school before, please provide proof of date of birth. This can be your child's birth certificate, passport, or appropriate immigration papers. You will need to supply good photocopies of documentation to verify date of birth. **If you do not provide proof of date of birth your application is not complete and cannot be processed. This will delay offering a place for your child.**

Note 2. Which schools are you applying for. Please list up to three schools in order of preference. You may give reasons for your preference, including any religious or philosophical reasons, by putting these on a separate sheet of paper and then attach it to the application form. Please note: only reasons that relate to the Council's admission rules* can be taken into account when allocating places.

Note 3. Date school place required between 1 Sept 2008 and 20 July 2009

Please give the date you would like your child(ren) to start school. School places must be taken up within 14 days of the offer letter. If your child(ren) does not start school within 14 days of the offer this will be withdrawn. If you apply early for a school place the form may be returned to you or held until nearer the required start date. If you are applying for a place at the start of a school term please note the following dates:

	Forms available	Closing date	Offer letter posted date
Autumn term (September 2008 start)	After 6 May 2008	6 June 2008	By 14 July 2008
Spring term (January 2009 start)	After 3 November 2008	1 December 2008	By 19 December 2008
Summer terms (April 2008 start)	After 2 February 2009	2 March 2009	By 27 March 2009

Application forms received after the closing date will not be considered until all other applications have been dealt with. This could mean that your child will not be offered a school place until after the start of term.

Note 4. Address - Please give the address where your child(ren) normally live. For this address to be used, your child must be living there at the time of application / closing date for applications (whichever is applicable) and you must provide proof of address. If you live at a different address please provide details and reasons for this. Please provide a copy of your current council tax bill. If you are registered to vote, please provide electoral registration confirmation. If you are receiving housing benefit, please provide a letter from the council. If you have recently moved or are buying a property please provide a letter from your solicitor confirming date of completion of house purchase. If you are renting a property, please send one of the following: a letter from the housing department/housing association, a letter confirming receipt of housing benefit or a copy of a tenancy agreement for tenancy arranged through a letting/estate agent, housing association or solicitor. Private/informal tenancy agreements cannot be accepted. You will need to supply good photocopies of documentation to confirm your address. **If you do not provide required proof of address your application is not complete and cannot be processed. This will delay offering a school place.**

Note 5. Special Educational Needs

If your child has special educational needs please answer all the questions. This will ensure that your child's special needs are taken into account when offering a school place. For all children with special educational needs we will have to liaise with the Special Educational Needs Assessment & Review Service and there will be a delay in offering a school place while we seek advice about whether any special provision is required to meet your child's needs.

Note 6. Change of School. If you have not moved, but are asking for a school transfer, please give **full** reasons for requesting a change of school. Please add extra information on a separate page if needed and attach it to this form.

Note 7. Previous Schools. To ensure we have full details about your child's previous education, it is important to give details of **all** schools your child has attended. Please give the full name, address and dates attended - use a separate sheet if necessary.

ADMISSION ARRANGEMENTS FOR THE 2008/2009 ACADEMIC YEAR.

*With this form you should receive a Guide to Primary Schools in Harrow 2008/2009, which gives full details of the admission arrangements, including the admission rules. Please read the information in the booklet carefully before completing the application form. If you have not received the booklet, please contact Access Harrow (020 8424 1680) or visit www.harrow.gov.uk

APPLICATION FOR A HARROW COMMUNITY PRIMARY SCHOOL 2008/2009

Please **do not** use this form for Harrow faith schools. Application forms for faith schools can be obtained direct from individual schools

Office
Use Only

1. Child's Details

FIRST NAME	LAST NAME	GIRL/ BOY	DATE OF BIRTH <i>(Please read Note 1)</i>

Where does child currently live?

Post code: _____ Date moved to this address: _____

Council tax reference number for above address _____

2. Which schools are you applying for? *(Please read Note 2)*

1	2	3

When do you want your child to start school? *(Please read Note 3)* _____

3. Parents/Carers Details *(Please read Note 4)*

Parent/Carer Title (Please circle) Mr Mrs Miss Ms First name _____

Surname _____ Your Relationship to child _____

Address if different from child's _____
Postcode _____ When did you move to this address: _____

Reason child lives at different address _____

Home Tel no. _____ Daytime Tel no. _____ Mobile Tel no. _____

4. If you are moving house *(Please read Note 4)*

New Address _____
Postcode _____ When will you move to this address: _____

Are you buying the property Renting the property Living with relatives/friends

5. Do sisters/brothers attend a school you have applied for? *If yes, please give details*

Name _____ Date of birth _____

6. Special educational needs *(Please read Note 5)*

Does your child have a Statement or is your child being assessed for a Statement under the Education Act 1996? YES NO If yes, please answer all the questions below. All other applicants go to Question 8

Name of child (if more than one on the application form) _____

Brief description of special educational needs _____

Please provide contact details of Local Authority responsible for your child:

Contact name	Local authority
Contact number	

7. Applications for more than one child. *If the schools you want do not have places for all your children please tick **one** of the boxes below to let us know what you prefer. If you do not tick either box, it will be assumed that you want your children to go to the same school. If you appeal, the Panel will be advised this was your decision*

Do you want your children to go to the same school? This would mean you would not be offered a place at a school for which you have applied as it does not have places for all your children

Would you let your children go to different schools? This means you would be offered a place for one child at a school you have applied for but the others would be offered schools you may not have applied for.

8. Children looked after

Is the child in the care of a local authority? YES NO

If yes, please state which Local Authority and provide a letter confirming child's status as a Child Looked After

9. Medical claim

Are there medical reasons for seeking a place at preferred school YES NO Please read the information in the Guide to Primary Schools before making a medical claim

Usually medical claims will only be considered for the school closest to home. Supporting evidence from a consultant must be sent with this form. Please tick box to confirm consultant's letter attached to this form

10. Other information

How long has child lived in the UK?

Which languages are spoken in your home?

Does your child speak English? If yes, say how well.

11. Change of school if you have not moved house (Please read Note 6)

If you do not fill in this section we will have to return the form and this will delay offering a school for your child.

WHY DO YOU WANT YOUR CHILD TO CHANGE SCHOOL? Please give as much information a possible. You can use a separate sheet if necessary.

12. Previous schools (Please read Note 7)

Please give details of all schools your children have attended including all schools attended whilst abroad

Dates attended	Name of school	Address	Reason for leaving
From: To:			
From: To:			
From: To:			
From: To:			

PLEASE MAKE SURE YOU READ AND SIGN THE DECLARATION ON THIS PAGE. IF YOU DO NOT THE FORM WILL HAVE TO BE RETURNED AND THIS WILL DELAY OFFERING YOUR CHILD A SCHOOL PLACE.

13. Declaration and Signature of Parent/Carer

I declare that the information given on this form is correct in every respect.

I have read the information in the Guide to Primary Schools and on the front of this form, and I authorise Harrow Council to obtain such verification as they require.

I understand that any false statement made on the form may make this application void and may result in any school offer being withdrawn.

I confirm I have attached the required proof of date of birth and address as follows. I understand that if I tick the other/none box this means my application is not complete and this will delay offering a school place for my child.

Please tick box to show what confirmation you have provided. You do not need to send original documents but please make sure photocopies are clear and easy to read.

CONFIRMATION OF DATE OF BIRTH		CONFIRMATION OF ADDRESS		FOR OFFICE USE ONLY
Birth certificate		Current council tax reference number provided on Page 2.		
Passport		Current council tax bill in applicant's name		
Immigration papers		Electoral registration		
		Solicitors letter confirming completion date		
		Tenancy agreement from letting/estate agent		
		Letter from Housing Department/ Association		
		Letter confirming receipt of Housing Benefit		
Other		Other (If you are not sure about what proof to send – ring 020 8424 1680 for help)		

I understand if I have not completed all the questions or provided the correct documents to confirm date of birth and address, the application is not complete and this will delay offering a school place for my child(ren).

Parent's/Carer's Signature Date

**PLEASE RETURN THIS FORM TO:
 ADMISSIONS SERVICE, CHILDRENS SERVICES
 CIVIC CENTRE, STATION ROAD
 HARROW HA1 2UW**

Telephone Number: 020 8424 1680

Data Protection Act 1998: Under the provisions of the Data Protection Act, the Council may use the information you give on this form

Please complete the application form clearly in BLOCK CAPITALS. To help us deal with your application as quickly as possible, please answer all the questions. **Regrettably, we will have to return the form if you leave any question unanswered, or do not provide the proofs we ask for. This will delay offering a school place for your child.**

Note 1. Date of birth. Please help us by making sure that you give the right date of birth for your child as this ensures that s/he is placed in the correct year group. If your child has not attended a Harrow school before, please provide proof of date of birth. This can be your child's birth certificate, passport, or appropriate immigration papers. You will need to supply good photocopies of documentation to verify date of birth. **If you do not provide proof of date of birth your application is not complete and cannot be processed. This will delay offering a place for your child.**

Note 2. Which schools are you applying for. Please list up to three schools in order of preference. You may give reasons for your preference, including any religious or philosophical reasons, by putting these on a separate sheet of paper and then attach it to the application form. Please note: only reasons that relate to the Council's admission rules* can be taken into account when allocating places.

Note 3. Date school place required between 1 Sept 2008 and 20 July 2009

Please give the date you would like your child(ren) to start school. School places must be taken up within 14 days of the offer letter. If your child(ren) does not start school within 14 days of the offer this will be withdrawn. If you apply early for a school place the form may be returned to you or held until nearer the required start date. If you are applying for a place at the start of a school term please note the following dates:

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Note 4. Address - Please give the address where your child(ren) normally live. For this address to be used, your child must be living there at the time of application / closing date for applications (whichever is applicable) and you must provide proof of address. If you live at a different address please provide details and reasons for this. Please provide a copy of your current council tax bill. If you are registered to vote, please provide electoral registration confirmation. If you are receiving housing benefit, please provide a letter from the council. If you have recently moved or are buying a property please provide a letter from your solicitor confirming date of completion of house purchase. If you are renting a property, please send one of the following: a letter from the housing department/housing association, a letter confirming receipt of housing benefit or a copy of a tenancy agreement for tenancy arranged through a letting/estate agent, housing association or solicitor. Private/informal tenancy agreements cannot be accepted. You will need to supply good photocopies of documentation to confirm your address. **If you do not provide required proof of address your application is not complete and cannot be processed. This will delay offering a school place.**

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If your child has special educational needs please answer all the questions. This will ensure that your child's special needs are taken into account when offering a school place. For all children with special educational needs we will have to liaise with the Special Educational Needs Assessment & Review Service and there will be a delay in offering a school place while we seek advice about whether any special provision is required to meet your child's needs.

Note 6. Change of School. If you have not moved, but are asking for a school transfer, please give **full** reasons for requesting a change of school. Please add extra information on a separate page if needed and attach it to this form.

Note 7. Previous Schools. To ensure we have full details about your child's previous education, it is important to give details of **all** schools your child has attended. Please give the full name, address and dates attended - use a separate sheet if necessary.

ADMISSION ARRANGEMENTS FOR THE 2008/2009 ACADEMIC YEAR.

*With this form you should receive a Guide to High Schools in Harrow 2008/2009, which gives full details of the admission arrangements, including the admission rules. Please read the information in the booklet carefully before completing the application form. If you have not received the booklet, please contact Access Harrow (020 8424 1680) or visit www.harrow.gov.uk

APPLICATION FOR A HARROW COMMUNITY HIGH SCHOOL 2008/2009

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Office
Use Only

1. Child's Details

FIRST NAME	LAST NAME	GIRL/ BOY	DATE OF BIRTH <i>(Please read Note 1)</i>

Where does child currently live?

Post code:

Date moved to this address:

Council tax reference number for above address

2. Which schools are you applying for? *(Please read Note 2)*

1	2	3

When do you want your child to start school? *(Please read Note 3)*

3. Parents/Carers Details *(Please read Note 4)*

Parent/Carer Title (Please circle) Mr Mrs Miss Ms First name

Surname Your Relationship to child

Address if different from child's
Postcode When did you move to this address:

Reason child lives at different address

Home Tel no. Daytime Tel no. Mobile Tel no.

4. If you are moving house *(Please read Note 4)*

New Address
Postcode When will you move to this address:

Are you buying the property Renting the property Living with relatives/friends

5. Do sisters/brothers attend a school you have applied for? *If yes, please give details*

Name Date of birth

6. Special educational needs *(Please read Note 5)*

Does your child have a Statement or is your child being assessed for a Statement under the Education Act 1996? YES NO If yes, please answer all the questions below. All other applicants go to Question 8

Name of child (if more than one on the application form)

Brief description of special educational needs

Please provide contact details of Local Authority responsible for your child:

Contact name	<input type="text"/>	Local authority	<input type="text"/>
Contact number	<input type="text"/>		

7. Applications for more than one child. *If the schools you want do not have places for all your children please tick **one** of the boxes below to let us know what you prefer. If you do not tick either box, it will be assumed that you want your children to go to the same school. If you appeal, the Panel will be advised this was your decision*

Do you want your children to go to the same school? This would mean you would not be offered a place at a school for which you have applied as it does not have places for all your children

Would you let your children go to different schools? This means you would be offered a place for one child at a school you have applied for but the others would be offered schools you may not have applied for.

8. Children looked after

Is the child in the care of a local authority? YES NO

If yes, please state which Local Authority and provide a letter confirming child's status as a Child Looked After

9. Medical claim

Are there medical reasons for seeking a place at preferred school YES NO Please read the information in the Guide to Primary Schools before making a medical claim

Usually medical claims will only be considered for the school closest to home. Supporting evidence from a consultant must be sent with this form. Please tick box to confirm consultant's letter attached to this form

10. Other information

How long has child lived in the UK?

Which languages are spoken in your home?

Does your child speak English? If yes, say how well.

11. Change of school if you have not moved house (Please read Note 6)

If you do not fill in this section we will have to return the form and this will delay offering a school for your child.

WHY DO YOU WANT YOUR CHILD TO CHANGE SCHOOL? Please give as much information a possible. You can use a separate sheet if necessary.

12. Previous schools (Please read Note 7)

Please give details of all schools your children have attended including all schools attended whilst abroad

Dates attended	Name of school	Address	Reason for leaving
From: To:			
From: To:			
From: To:			
From: To:			

PLEASE MAKE SURE YOU READ AND SIGN THE DECLARATION ON THIS PAGE. IF YOU DO NOT THE FORM WILL HAVE TO BE RETURNED AND THIS WILL DELAY OFFERING YOUR CHILD A SCHOOL PLACE.

13. Declaration and Signature of Parent/Carer

I declare that the information given on this form is correct in every respect.

I have read the information in the Guide to High Schools and on the front of this form, and I authorise Harrow Council to obtain such verification as they require.

I understand that any false statement made on the form may make this application void and may result in any school offer being withdrawn.

I confirm I have attached the required proof of date of birth and address as follows. I understand that if I tick the other/none box this means my application is not complete and this will delay offering a school place for my child.

Please tick box to show what confirmation you have provided. You do not need to send original documents but please make sure photocopies are clear and easy to read.

CONFIRMATION OF DATE OF BIRTH		CONFIRMATION OF ADDRESS		FOR OFFICE USE ONLY
Birth certificate		Current council tax reference number provided on Page 2.		
Passport		Current council tax bill in applicant's name		
Immigration papers		Electoral registration		
		Solicitors letter confirming completion date		
		Tenancy agreement from letting/estate agent		
		Letter from Housing Department/ Association		
		Letter confirming receipt of Housing Benefit		
Other		Other (If you are not sure about what proof to send – ring 020 8424 1680 for help)		

I understand if I have not completed all the questions or provided the correct documents to confirm date of birth and address, the application is not complete and this will delay offering a school place for my child(ren).

Parent's/Carer's Signature Date

**PLEASE RETURN THIS FORM TO:
ADMISSIONS SERVICE, CHILDRENS SERVICES
CIVIC CENTRE, STATION ROAD
HARROW HA1 2UW**

Telephone Number: 020 8424 1680

Data Protection Act 1998: Under the provisions of the Data Protection Act, the Council may use the information you give on this form



Meeting:	Harrow Admissions Forum
Date:	1 December 2008
Subject:	Admission Arrangements 2010-11
Key Decision: (Executive-side only)	No
Responsible Officer:	Heather Clements, Director of Schools and Children's Development
Portfolio Holder:	Councillor Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	Admission arrangements – Definitions Admission to Community Nurseries – 2010-11 Admission to Community Primary Schools 2010-11 Admission to Community High Schools 2010-11 Scheme of Co-ordination First, First & Middle and Middle Schools Scheme of Co-ordination 11+ Transfer Scheme of Co-ordination 12+ Transfer Fair Access Protocol Harrow's Relevant Area

SECTION 1 – SUMMARY AND RECOMMENDATIONS

RECOMMENDATIONS:

To review the admission arrangements, adopt recommendations detailed in the report and agree the consultation process on proposed admission arrangements to apply to Harrow community primary and high schools for the school year 2010-11.

REASON: To meet the statutory requirement to consult before determining admission arrangements

SECTION 2 - REPORT

INTRODUCTION

Under the School Standards and Framework Act 1998 Harrow is required to consult before determining its admission arrangements.

The 1998 Act (as amended by the Education Act 2002) also requires each LA to establish an Admissions Forum to provide a vehicle for admission authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements.

The Harrow Admissions Forum has a role to consider current admission arrangements to assess how well they serve the interest of local parents and children.

The arrangements proposed for consultation within this report may be subject to amendment in the light of new Code of Practice which will be effective for the 2010 admissions round and which should be made available by the Department for Children, Schools and Families early in January 2009.

1. ADMISSION ARRANGEMENTS

Primary schools

There is no proposal to amend the admission arrangements for Harrow community primary schools.

High schools

As detailed in the Report on the Feedback from the School Admissions Working Party there is a proposal to amend admission arrangements for Harrow community high schools, by removing the linked schools arrangements from the oversubscription criteria .

The proposed admission arrangements for co-educational high schools for September 2010 are:

1st priority CHILDREN LOOKED AFTER

2nd priority AGREED MEDICAL CLAIMS

3rd priority SIBLINGS ATTENDING THE SCHOOL AT THE SAME TIME
(excluding students at the sixth form)

4th priority DISTANCE FROM HOME TO SCHOOL MEASURED IN A STRAIGHT
LINE

2. SCHEMES OF CO-ORDINATION

Primary Scheme: The proposed scheme, which varies from the 2009/2010 scheme only in its relevant dates, is offered for consideration as part of the consultation process.

11+ Transfer Scheme: The proposed scheme varies from the 2009/10 scheme in that it has been amended to be fully in line with the Pan-London Co-ordinated scheme for secondary transfer and is offered for consideration as part of the consultation process.

12+ Transfer Scheme: The proposed scheme, which varies from the 2009/2010 scheme only in its relevant dates, is offered for consideration as part of the consultation process.

RECOMMENDATION: To consult on draft schemes of co-ordination.

3. FAIR ACCESS PROTOCOL

There are no proposals to amend Harrow's current Fair Access Protocol.

RECOMMENDATION: To consult on adopting Harrow's current Fair Access protocol for the 2010-11 academic year.

4. HARROW'S RELEVANT AREA

As the admission authority for community schools, Harrow is required to consult the following before determining the admission arrangements:

- All admission authorities within the relevant area
- The Admissions Forum
- Admission authorities in neighbouring local authority areas

The relevant area means

- The area of the local authority
or
- Such other areas as may be determined

Harrow proposes to retain its current relevant area, namely that area within the borders of the London Borough Harrow.

Harrow will also consult admission authorities in neighbouring LA areas.

RECOMMENDATION: To consult on maintaining Harrow's relevant area as the administrative area of the London Borough of Harrow.

CONSULTATION

Consultation on admission arrangements will take place between 8 December 2008 and 13 February 2009 and will involve all statutory consultees, including parents and community groups

Financial Implications

There are no financial implications arising from this report.

Performance Issues

There are no performance issues arising from this report.

Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 25.11.08		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 25.11.08		

Section 4 - Contact Details and Background Papers

Contact: Madeleine Hitchens, Manager Place Planning & Admissions – 020 8424 1398 madeleine.hitchens@harrow.gov.uk

Background Papers: N/A:

**COMMUNITY SCHOOL
ADMISSION ARRANGEMENTS
FOR THE 2010/11 ACADEMIC YEAR**

1. Appendix A Definitions (i.e. terms used in community school admission rules).
2. Appendix B How places will be allocated in Harrow's community school nursery classes for September 2010.
How places will be allocated in community primary schools for September 2010.
How places will be allocated on community high schools for September 2010.
5. Appendix C(i) Scheme of co-ordination 2010-2011 for Harrow's community and voluntary aided first, first & middle and middle schools.
6. Appendix C(ii) Scheme of co-ordination 2010-2011 for Harrow residents applying for places in Harrow voluntary aided schools and schools outside the borough where students transfer at Year 7.
7. Appendix C(iii) Scheme of co-ordination 2010-2011 for Harrow residents applying for places in Harrow community high schools where students transfer at Year 8.
8. Appendix D Fair Access Protocol
9. Appendix E Harrow's relevant area

The Education (Determination of Admission Arrangements) (England) Regulations 1999 and the Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002 require the LA to have completed by 1 March 2009 its consultation with admission authorities within our 'relevant area' and with our neighbouring LAs on the proposed admission arrangements for community primary and secondary schools and then to have determined those arrangements by 15 April 2009. This document also takes account of the revised School Admissions Code (February 2007).



**COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2010
DEFINITION OF TERMS USED IN COMMUNITY SCHOOL ADMISSION RULES**

Distance*

The home address is where a child normally lives. Distance is measured in a straight line from home to school, using a computerised mapping system based on ordnance survey data. Harrow community schools are mapped onto the system, including all official entry points. The journey is measured from the unique address point for the home address to the closest school entrance.

In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the oldest child will have the first available place. This will also be the case in the event of multiple births.

Home address**

This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications. Confirmation of address will be required.

Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

Where applicants live equidistant from the preferred school and places cannot be offered to both children, the oldest child will have the first available place. This will also be the case in the event of multiple births.

Sibling***

A sibling means a child's brother or sister.

However, Harrow Council recognises that family arrangements can vary considerably and wishes to ensure that where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. The sibling priority does not include cousins or other extended family members who live in the same household, but will include step-brothers/sisters and foster children.

Places will be offered to twins, triplets and other multiple-birth children in the parents preferred school provided that the school has places. In the event that the school cannot accommodate all children, places will be offered in another school unless specifically instructed to do otherwise by parent(s) / carer(s). However, where twins are concerned and

one twin has a Statement of Special Educational Needs that names a specific school, the other twin will be treated as having a sibling link for that academic year.

Please note the sibling link does not apply to students who will be attending the sixth form in September.

Children looked after by the local authority

This term refers to children who are subject to care orders and those who are accommodated by the Authority.



ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY CLASSES

Admission into nursery classes takes place twice a year, in September and January.

If more applications are received than there are places in a Nursery, the Council will give places to children in the following order:

- First Four year olds, in date of birth order, referred by Learning Support Services.
- Next Other four year olds, in date of birth order.
- Next Three year olds, in date of birth order referred by Learning Support Services.
- Next Other three year olds, in date of birth order.

If there are more children with the same date of birth than there are places in the nursery, then places are offered in the following order:

- First Children whose first language is not English.
- Next Children whose parents are in receipt of Income Support / Income Based Job Seekers Allowance.

Children who live outside the borough may be offered a place when **all** demand from Harrow residents has been satisfied.

Children can attend Nursery either in the mornings or afternoons. Parents can say on the application form if they prefer the mornings or afternoons, or if either session is acceptable.

Children are admitted to a nursery class for a **maximum** of three terms.

A place in a nursery class does **NOT** give any priority for a place in a Reception class in that school. Parents need to make a separate application for a First School place.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY PRIMARY SCHOOLS FOR SEPTEMBER 2010

ADMISSION TO RECEPTION CLASS (MAIN ALLOCATION)

If more applications are received than there are places available, places are offered up to a school's planned admissions number to applicants whose application is received by the closing date in the following priority using an equal preference system (see below).

EQUAL PREFERENCES

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking.

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line.

a) Children looked after by the local authority

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the preferred school. Claims on medical grounds will only be considered for the school closest to the child's home address except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Such requests will only be considered for the school closest to the home address, except in wholly exceptional circumstances. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

d) Sibling link (i.e. older brothers/sisters)

Children with a brother or sister attending the school or the linked middle school at the time of admission.

e) Distance

Children living nearest to the school measured in a straight line from home to school. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications.

LATE APPLICATIONS/CHANGES TO THE APPLICATION FORM AFTER THE CLOSING DATE

Application forms must be received by Harrow Council by the closing date of 26 February 2010.

Applications for school places are dealt with differently depending on whether we receive them late or by the closing date. Additionally, any changes to the application (eg order of school preference or change of address) received, or that come into effect, after the closing date will be treated in the same way as a late application (see below).

Applications received by the closing date will be processed first. Applications received after the closing date will NOT be considered until all other applications have been dealt with.

However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 26 March 2010:

- If your family has just moved house you will be asked to provide:
 - a letter from your solicitor confirming completion date which must be on or before 26 March 2010
 - A formal tenancy agreement from a letting/estate agent, which comes into effect on or before 26 March 2010

- If you are returning from abroad you will need to provide:
 - a council tax bill confirming re-occupation of your property by 26 March 2010:. If your property has not been occupied
 - confirmation that tenancy has ceased by 26 March 2010 and that you will re-occupy your property if it has been rented during your absence
 - confirmation from your employer that you will return to live in Harrow on or before 26 March 2010 if you were seconded abroad.

- If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY MIDDLE SCHOOLS FOR SEPTEMBER 2010

ADMISSION RULES

If more applications are received than there are places available, places are offered up to a school's planned admissions number to applicants whose application is received by the closing date in the following priority using an equal preference system (see below).

EQUAL PREFERENCES

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line.

a) Children looked after by the local authority

b) Children attending the linked first school

All children currently attending Year 3 in the linked first school even if this number is greater than the middle school's planned number.

c) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the preferred school. Claims on medical grounds will only be considered for the school closest to the child's home address except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

d) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Such requests will only be considered for the school closest to the home address, except in wholly exceptional circumstances. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

e) Sibling link (i.e. brothers/sisters)

Children with a brother or sister attending the first or middle school at the same time or at the time of admission.

f) Distance

Children living nearest to the school measured in a straight line from home to school. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

ADMISSION TO COMMUNITY PRIMARY SCHOOL AFTER THE MAIN ALLOCATION

A place will be offered at the school requested provided there is a vacancy in the appropriate year group. Where the year group is full and it is not possible to meet parental preference, a place will be offered at the nearest community primary school with a vacancy in the year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application.

Admission of one child to a primary school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at schools that still have vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

SCHOOL	PLANNED ADMISSION NUMBER	PLANNED ADMISSION NUMBER
	FIRST FIRST & MIDDLE	MIDDLE
Aylward	60	
Belmont	60	60
Cannon Lane	90	90
Cedars Manor	60	
Earlsmead	60	
Elmgrove	82	82
Glebe	52	
Grange	60	60
Grimsdyke	60	
Kenmore Park	90	90
Little Stanmore	30	
Longfield	90	90
Marlborough	60	
Newton Farm	30	
Norbury	60	
Pinner Park	90	90
Pinner Wood	60	
Priestmead	90	93
Roxbourne	90	90
Roxeth	56	
Roxeth Manor	90	90
Stag Lane	90	90
Stanburn	90	90
Vaughan	60	
Weald	90	90
Welldon Park	60	60
West Lodge	90	90
Whitchurch	90	90
Whitefriars	60	

HOW PLACES WILL BE ALLOCATED IN COMMUNITY HIGH SCHOOLS FOR SEPTEMBER 2010

ADMISSION RULES

CO-EDUCATIONAL HIGH SCHOOLS - ADMISSION TO YEAR 8 (12+ TRANSFER)

If more applications are received than there are places available, places are offered up to a school's planned admissions number to applicants whose application is received by the closing date using an equal preference system (see below).

EQUAL PREFERENCES

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking.

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line.

a) Children looked after by the local authority

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the preferred school. Claims on medical grounds will only be considered for the school closest to the child's home address except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Such requests will only be considered for the school closest to the home address, except in wholly exceptional circumstances. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

d) Sibling link (older brothers or sisters)

Children with a brother or sister attending the high school at the time of admission.

Please note the sibling link does not apply to students who will be attending the sixth form in September 2010.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE.

We will deal with applications for school places differently depending on whether we receive them late or by the closing date – 23 October 2009

Additionally, any changes to the application (eg order of school preference or change of address) received, or that come into effect, after the closing date will be treated in the same way as a late application (see below).

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 11 December 2009.

If your family has just moved house you will be asked to provide:

- a letter from your solicitor confirming completion date, which must be on or before 11 December 2009.
- a tenancy agreement, which comes into effect on or before (date in line with Pan-London timetable 11 December 2009)

If you are returning from abroad you will need to provide:

- a council tax bill confirming re-occupation of your property by 11 December 2009, if your property has not been occupied.
- confirmation that tenancy has ceased by 11 December 2009, if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 11 December 2009 if you were seconded abroad.

If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

WAITING LIST FOR CO-EDUCATIONAL HIGH SCHOOLS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

SINGLE SEX EDUCATION

BENTLEY WOOD HIGH SCHOOL FOR GIRLS

If more applications are received for Bentley Wood than there are places available, places will be offered in the following priority order up to the school's planned admissions number to applicants whose application is received by the closing date using an equal preference system (see below).

EQUAL PREFERENCES

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line.

a) Children looked after by the local authority.

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at Bentley Wood. Claims on medical grounds will only be considered if Bentley Wood is the school closest to the child's home address, except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at Bentley Wood. Such requests will only be considered if Bentley Wood is the school closest to the home address, except in wholly exceptional circumstances. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

d) Sibling link (older sisters)

Please note the sibling link does not apply to students who will be attending the sixth form in September 2010

Children with a sister attending Bentley Wood High School at the time of admission.

e) Random computer selection

After pupils under a) to d) have been allocated places, if there are more applications remaining than places available, a random selection is made by computer. A random selection will be made separately for each ranked preference (ie 1st, 2nd 3rd and so on).

LATE APPLICATIONS/CHANGES TO THE APPLICATION FORM AFTER THE CLOSING DATE

We will deal with applications for school places differently depending on whether we receive them late or by the closing date – 23 October 2009

Additionally, any changes to the application (eg order of school preference or change of address) received, or that come into effect, after the closing date will be treated in the same way as a late application (see below).

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 11 December 2009.

If your family has just moved house you will be asked to provide:

- a letter from your solicitor confirming completion date which must be on or before (date in line with Pan-London timetable).
- a tenancy agreement which comes into effect on or before 11 December 2009.

If you are returning from abroad you will need to provide:

- a council tax bill confirming re-occupation of your property by 11 December 2009, if your property has not been occupied
- confirmation that tenancy has ceased by 11 December 2009, if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 11 December 2009 if you were seconded abroad.

If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

WAITING LIST FOR BENTLEY WOOD

After places have been allocated to Children Looked After, any agreed medical claim, girls with sisters attending Bentley Wood at the same time; then places are offered throughout the year by undertaking a fresh random allocation to decide which child is to be offered a place from the waiting list. When a place becomes available, it is offered to the child whose name is selected through the random computer allocation.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

ADMISSION TO COMMUNITY HIGH SCHOOL AFTER THE MAIN ALLOCATION

A place will be offered at the school requested provided there is a vacancy in the appropriate year group. Where the year group is full and it is not possible to meet parental preference, a place will be offered at the nearest community high school with a vacancy in the year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application.

Admission of one child to a high school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority.

Co-educational schools waiting lists

Waiting lists are kept in the same priority order as explained in the admissions rules. The linked school criterion only applies to Year 8. Students on waiting lists for Years 9, 10 and 11 do not have a linked school status.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

Bentley Wood High School waiting list

Waiting lists are kept in the same priority order as explained in the admissions rules, ie when a places becomes available a fresh random allocation will be undertaken.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

Admission to Harrow Sixth Form Collegiate

All students may continue to study in the sixth form of their current school, providing they meet the academic entry requirements of their selected courses.

A collegiate system operates at sixth form level within Harrow and some courses are offered through this arrangement. As a result some students from other schools and/or colleges join courses at a particular sixth form and some students from the school may join sixth form courses in other schools and/or colleges.

Applications should be made to the school by (date to be agreed).



**SCHEME OF CO-ORDINATION FOR ADMISSIONS TO HARROW'S
COMMUNITY AND VOLUNTARY AIDED FIRST, FIRST & MIDDLE AND
MIDDLE SCHOOLS
2010-2011**

QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR PRIMARY SCHOOLS IN THE AREA OF LONDON BOROUGH OF HARROW

Introduction

1. This scheme is made in compliance with The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 that require all Local Education Authorities (LA) to formulate a Qualifying Scheme.

Interpretation

2. In this scheme –

“the LA” means London Borough of Harrow Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community or voluntary-aided school (but not a special school) which is maintained by the LA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community school means the LA and, in relation to a VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2007;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 1 September 2010; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

Definitions

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA in which the applicant/parent is resident
“the Local Admission System LAS”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating Admission Authorities
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
the Notification Letter”	the agreed form of letter sent to applicants which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2
the Participating LAs	the LAs that will co-ordinate the timetable for Reception applications (ie Brent and Harrow Council)

3. The scheme

1. This scheme is made pursuant to section 89B of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools in the LA area (“the scheme”).
2. The scheme shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Schedule 3.
3. The scheme shall apply to every community and voluntary aided primary school in the LA.
4. A list of other admission authorities for which the scheme applies is given at Schedule 4.

PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of entry to First, First & Middle (ie Reception) and Middle Schools (ie Year 4).
3. Applications for both Harrow community and voluntary aided primary schools will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to Harrow Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
4. Harrow will take all reasonable steps to ensure that every parent who wishes to be considered for a place in a community or voluntary aided primary school receives a copy of the CAF (and a written explanation of the Co-ordinated Admissions Scheme).
5. The admission authorities within Harrow will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria.
6. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by VA schools the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
7. Parents will be able to express a preference for FOUR maintained primary schools.
8. Applicants will be invited to give their reasons for each preference.

PART 2 – PROCESSING (Admissions to Reception Class)

1. Applications for admission to Reception class will be made on Harrow's Common Application Form, which will be available and able to be submitted on line.
2. Applicants must return the CAF to Harrow by 26 February 2010
3. Up to 26 March 2010 Harrow will accept late applications only if they are late for a good reason. Examples of what will be considered as a good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Harrow will be required in these cases).
4. Applications received after the closing date will be considered only after those received by this date have been processed. As far as possible late applicants will be offered a place on 24 April 2010 but the closer to the deadline that an application is received, the less likely it will be that an offer will be made on that date.
5. By (date to be agreed) Harrow will give its Voluntary Aided Schools a list detailing applications that have been made for those schools, including all relevant information and any supplementary form received by Harrow that the schools require in order to apply their oversubscription criteria.
6. By (date to be agreed) the admission authority for each Voluntary Aided School will consider all applications for their school, without reference to rank order, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of applicants ranked according to the school's oversubscription criteria.
7. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow 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.
8. By (date to be agreed) participating authorities will share information about offers made for schools in each of their areas.

PART 3 : OFFERS

1. Application data relating to applications to schools in other participating LAs will be shared by (date to be agreed).
2. This will involve exchanges of information between participating LAs (in accordance with a specified timetable), which will continue until a steady state is achieved
3. Participating LAs will co-ordinate offers so that if a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
4. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
5. Where it is not possible to offer a place in a Harrow Community School, applicants will be offered a place at the nearest appropriate community school with a vacancy. Where a parent has only applied for voluntary aided schools, the Harrow Admissions Service will provide information about vacancies remaining in Harrow schools. Outborough applicants will also be advised to contact their home authority.
6. Harrow will inform all applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered.
7. This authority shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

1. Harrow will share with its non-participating neighbouring LAs information about their residents who have been offered places in a Harrow community or voluntary aided school. If the parents have also been allocated a place in a school in their home LA, Harrow will give parents ten working days to confirm which place they are accepting. If no response is received or the parent is unwilling to indicate a preference, Harrow will liaise with the relevant LA and agree which school offer will be withdrawn and notify the parent accordingly.
2. Applicants not offered a place in a Harrow community primary school will be advised of their right of appeal and the process for being placed on the waiting list
3. Applicants not offered a place in a Harrow voluntary aided primary school will be advised of their right of appeal. They will also be advised to contact the admission authority about placement on the waiting list.
4. Elimination of multiple offers before children start school in September. Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.

PART 5 : CASUAL ADMISSIONS

Harrow Community Schools

1. Applications received after 1 September 2010 and for year groups other than the year of entry will be treated as casual admissions.
2. Applications should be made on Harrow's casual admission form and sent to the LA, which will determine any application for a Community Primary School for which it is the admission authority.
3. If the application names a Harrow Voluntary Aided School or a school outside of Harrow, the application form will be referred to the relevant admission authority/LA.

Harrow Voluntary Aided Schools

1. Applications received after 1 September 2010 and for year groups other than the year of entry will be treated as casual admissions.
2. Applications should be made direct to the schools. Where it is not possible to allocate a place because the relevant year group is full applicants must be advised about their right of appeal. They should also be informed that their child's name can be added to the school's waiting list.
3. If the child does not have a place in any school, the applicant should be referred to the LA.

SCHEDULE 1

Harrow's Common Application Form will contain the following fields as a minimum:

Applicant's details:

Forename
Surname
Date of Birth
Gender
Name of nursery / pre-school

Parent's / carers' details :

Title
Name
Address
Telephone Number

Preference details (four preferences can be made)

Name of primary school
Address of primary school
Preference ranking

Additional information:

Reasons for Preferences (including any religious or philosophical grounds)
Does the applicant have a statement of SEN?
Details of parent's/child's medical condition
Is the applicant a child looked after?
 If yes, name of responsible authority
If the applicant has sibling/s which schools do they attend?

Other:

Signature of parent or carer
Date of signature

Where a school to which the applicant has applied requires further information, the relevant school will send a supplementary form direct to the parents.

**DRAFT NOTIFICATION LETTER
FIRST PREFERENCE**

Dear Parent

Application for a Harrow Primary School

I am writing to let you know the outcome of your application for a primary school. I am pleased to tell you that your child has been allocated a place at

NAME OF SCHOOL

Offers which could have been made for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements as a higher preference has been offered.

I should be grateful if you would fill in the attached slip and return it to the address at the top of the slip by XXXXXXXX. Pressure on places in Harrow schools is very high and we need to know if you are accepting this place or not. If you do not return the form by XXXXXXXX we will have to consider offering the place to another child.

The Headteacher will contact you in XXXXXXXX about your child's admission. All the information you need about starting school will be given to you at that time. Please do not contact the school before then, as they will be unable to help you.

Yours sincerely

To: Admissions Service, Strategy Department, People First, Civic Centre, etc.
(FOR COMMUNITY PRIMARY SCHOOLS)

TO: VA School
(FOR VA SCHOOLS)

ADMISSION TO PRIMARY SCHOOL FOR XXXXXXXXX

CHILD'S NAME, ADDRESS, DATE OF BIRTH AND SCHOOL OFFERED

Please tick relevant box

- I wish to accept the place for my child
- I do not wish to accept the place for my child
I have made the following arrangements for my child's education:

If you are accepting the school offered, the school needs to have the name and address of the pre school/nursery your child attends. Please give details below:

Name of Nursery/Pre School _____

Address _____

Phone No. _____

I consent to this information being passed to teaching staff.

Signed: _____

Mother / Father / Carer / Relative (Please delete as appropriate)

Please print your name in **BLOCK CAPITALS**

DRAFT NOTIFICATION LETTER NON-FIRST PREFERENCE

Dear Parent

Application for a Harrow Primary School

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

X School.

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

Offers which could have been made for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements as a higher preference has been offered.

I appreciate you may be disappointed by this, but I strongly recommend that you now take the time to visit the school you have been offered. I am sure you will find it a suitable alternative. A visit will give you an opportunity to meet the staff and to find out what they can offer your child.

If, after that, you are still unhappy about the school offered, you may wish to exercise your right of appeal. If you need more advice or information about infant class appeals for a community primary school please ring the telephone number below. If you need information about an appeal for a Church of England, Jewish or Roman Catholic school please telephone the school.

You should know, however, that there are very limited grounds for succeeding at appeal.

Admission authorities are required to limit the size of infant classes to 30, and your preferred school already has 30 children in each of its classes. Consequently, to succeed on appeal you would need to show either that:

1. The decision, not to take measures that would allow the school to accept more pupils without having more than 30 in a class, was unreasonable in light of the circumstances of the school (**NOT** in light of the circumstances of your child or the family).
OR
2. The admission rules were not properly applied and your child would have been given a place if the admission arrangements had been properly applied.

If you cannot make a case under 1 or 2 above, your appeal will fail.

I enclose an information sheet explaining why your child was not offered a place at a community school. If you would like information about the reason that your child was not offered a place at a faith school, you should contact the school within the next few days.

You may ask for your child's name to be put on the waiting list for any school and information about how to do this is attached. However, it is important to understand that waiting lists are not a 'first come, first served' list. Children's names are placed on the waiting list by applying the admission rules. This means children can move up and down the waiting list as places are offered from the list, or a family with a higher priority under the admission rules asks for their child's name to be added to the list.

Yours etc

ADMISSION TO SCHOOL : XXXXXXXX

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

CHILD'S NAME _____

DATE OF BIRTH _____

ADDRESS _____

PLEASE TICK RELEVANT BOX

1. I wish to accept the place offered at (**name of school offered**)

If you are accepting the school offered, the school needs to have the name and address the pre school/nursery your child attends. Please give details below:

Name of Pre School/Nursery _____

Address _____

Phone No _____

2. I have made other arrangements for my child's schooling and do not require a place in a Harrow school. The alternative arrangements are as follows:

4. I do **NOT** want to appeal against Harrow's decision but I would like my child's name to be put on the for the following school(s): I understand that by asking to go on the waiting list I am indicating I prefer this/these school(s) to the allocated school and that if I am offered a place from the waiting list the current offered school will be automatically withdrawn.

As previously advised, you have the right to appeal against the decision of the Local Education Authority under the School Standards and Framework Act 1988. Any request for appeal papers must be made in writing quoting your child's details and the school you wish to appeal for.

Signed: _____ Date _____
Mother / Father / Carer / Relative

Please print your name in **BLOCK CAPITALS**

No offer letter

Date:

Dear Parent

Application for Harrow voluntary aided school

I am writing to let you know the outcome of your application for a Harrow voluntary aided school. We are sorry that it has not been possible to offer a place at any school on your list of preferences. The reason for this is that there were more applicants for these schools than there are places, and other applicants had a higher priority under the school's published admission criteria.

If you would like more information about the reason that your child was not offered a place at any school, you should contact the school within the next few days.

You have a statutory right of appeal against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the school as soon as possible to obtain the procedure and the date by which an appeal must be received by them.

You can also ask for your child's name to be placed on the waiting list for any voluntary aided school by contacting the school direct. You will need to check with the school how long children's names will be kept on waiting lists and when places will be offered from the waiting list.

Alternatively, there are still some Harrow community schools that have vacancies. If you would like information or advice about applying for a Harrow community school please call us on 020 8424 1680.

Yours sincerely

SCHEDULE 3

PROPOSED DRAFT TIMETABLE

CO-ORDINATED PRIMARY ADMISSIONS TO RECEPTION CLASS 2010

	EASTER SUNDAY IS 4 APRIL 2010
July/September 2009	Notices published to advise parents of timetable for application
1 September 2009	Admissions Service to send application forms and booklets to schools
Early February 2010	Publicity re closing date
26 February 2010	Deadline for receipt of applications
TBA	Admissions Service sends information of applicants to VA schools
TBA	VA Schools and Admissions Service allocate places
TBA	VA Schools send Admissions Service list of applicants in priority order according to admission rules
TBA	Exchanges of information between participating LAs
TBA	Admissions Service determines school offer by application of parental ranking
24 April 2010	Offer letters to parents and schools informed of children allocated places.
8 MAY 2010	Deadline for acceptance of offer
TBA	Appeal papers sent to parents
TBA	14 days for parents to return appeal papers
JULY 2010	Appeals to start

SCHEDULE 4

AMMISSION AUTHORITIES IN HARROW TO WHICH TO SCHEME APPLIES

MORIAH JEWISH DAY SCHOOL
ST ANSELM'S RC PRIMARY SCHOOL
ST BERNADETTE'S RC PRIMARY SCHOOL
ST GEORGE'S RC PRIMARY SCHOOL
ST JOHN FISHER RC FIRST & MIDDLE SCHOOL
ST JOHN'S C OF E SCHOOL STANMORE
ST JOSEPH'S RC FIRST & MIDDLE SCHOOL
ST TERESA'S RC FIRST & MIDDLE SCHOOL
KRISHNA AVANTI SCHOOL



**11+ SCHEME OF CO-ORDINATION FOR HARROW RESIDENTS
APPLYING FOR PLACES IN HARROW VOLUNTARY AIDED SCHOOLS
AND SCHOOLS OUTSIDE THE BOROUGH WHERE STUDENTS
TRANSFER AT YEAR 7
2010-11**

QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR HARROW RESIDENTS APPLYING FOR PLACES IN HARROW'S VOLUNTARY AIDED SCHOOLS AND SCHOOLS OUTSIDE THE BOROUGH WHERE THE AGE OF TRANSFER IS 11

Introduction

This scheme is made in compliance with The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 that require all Local Education Authorities (LA) to formulate a Qualifying Scheme.

Interpretation

In this scheme –

“the LA” means Harrow Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, voluntary-aided school or foundation school (but not a special school) which is maintained by the LA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community school means the LA and, in relation to a VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2010;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 1 September 2010; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

TEMPLATE LA SCHEME FOR ADMISSION TO SECONDARY SCHOOL IN SEPTEMBER 2010

Definitions

“the Application Year”	the academic year in which the parent makes an application ie. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Highly Recommended Elements”	the elements of the Template Qualifying Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Mandatory Elements”	those elements of the Template LA Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from the Pan-London Register and related funding
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2

“the Prescribed Day”	1st March in the year following the relevant determination year except that , in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will transmit application and offer data between each LA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

Applications

1. Harrow will advise home LAs of their resident pupils on the roll of Harrow’s maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
2. Applications from residents of Harrow will be made on this authority’s Common Application Form (CAF), which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow to enable the admission authorities in the LA area to apply the published oversubscription criteria.
3. Harrow will take all reasonable steps to ensure that every parent who is resident in Harrow and has a child in their last year of primary education within a maintained school, either in Harrow or any other maintaining LA, receives a copy of Harrow’s admissions booklet and CAF, including details of how to apply online. The admissions booklet will also be available to parents who do not live in Harrow, and will include information on how they can access their home LA’s CAF.
4. The admission authorities within Harrow will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Harrow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with para 1.73 of the School Admissions Code (Feb 2007).

5. Where a school in Harrow receives a supplementary form, Harrow will not consider it to be a valid application unless the parent has also listed the school on their home LA's CAF, in accordance with para 1.16 of the School Admissions Code (Feb 2007).
6. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA (and any City Technology College that has agreed to participate in their LA's Qualifying Scheme). [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
7. The order of preference given on the CAF will not be revealed to a school within the area of Harrow in accordance with para 2.13 of the School Admissions Code (Feb 2007). However, where a parent resident in Harrow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
8. Harrow undertakes to carry out the address verification process set out in the its entry in the Pan London address verification register (being compiled by the Chair of LIAAG). This will in all cases include validation of resident applicants against Harrow's primary school data and the further investigation of any discrepancy. Where Harrow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it must advise the maintaining LA no later than 11 December in the Application Year 2009.
9. Harrow will check the status of any resident applicant who is a 'Child Looked After' and provide evidence to the maintaining LA in respect of a preference for a school not in Harrow's area by 16 November in the Application Year 2009..
10. Harrow will advise a maintaining LA of the reason for any preference expressed for a school not in Harrow's area, in respect of a resident child born outside of the correct age cohort and will forward any supporting documentation to the maintaining LA by 16 November in the Application Year 2009.

Processing

11. Applicants resident within Harrow must return the CAF, which will be available and able to be submitted on-line, to Harrow by **23 October in 2009**.
12. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by **16 November in 2009**. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
13. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable, determine and state here its own timetable for the processing of application data and the application of admissions criteria – 4th January 2010.

14. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order.in accordance with para 2.13 of the School Admissions Code (Feb 2007). When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow 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. [This is the 'Equal Preference System'.]
15. Harrow will accept late applications only if they are late for a good reason. *Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Harrow will be required in these cases).* Other circumstances will be considered and each case decided on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
16. Where such applications contain preferences for schools in other LAs, Harrow will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload of late applications which are considered to be on-time within the terms of the home LA's scheme to the PLR is **11 December in 2009**.
18. Where a parent moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **11 December 2009**, on the basis that an on-time application already exists within the Pan-London system.
19. Harrow will participate in the application data checking exercise scheduled between **13 December 2009 and 2 January 2010** in the Pan-London timetable.
20. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Harrow will upload the highest potential offer available to an applicant for a maintained school in Harrow to the PLR by **3 February 2010**. The PLR will transmit the highest potential offer made by the Maintaining LA to the Home LA.
22. The LAS of Harrow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR (**in accordance with an iterative timetable published in the Business User Guide**) which will continue until a steady state is achieved (which the PLR will indicate), or until **16 February 2010** if this is sooner. Harrow will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before **1 March 2010**. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.

23. Harrow will participate in the offer data checking exercise scheduled between **17 and 24 February 2010** in the Pan-London timetable.
24. Harrow will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **24 February 2009**. (33 London LAs & Surrey only).

Offers

25. Harrow LA will ensure that Harrow Borough resident children without an offer of a place at one of their preferred schools will be allocated a place at the nearest appropriate Harrow Borough school to their home with a vacancy, subject to the availability of places at that point.
26. Harrow has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that the Home LAs shall inform all applicants within their areas 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. [If this recommendation is considered inappropriate for Harrow an alternative approach will be stated here].
27. Harrow shall use the form of Notification Letter set out in Schedule 2.
28. **On 1 March 2010**, Harrow will send by first class post notification of the outcome to resident applicants.
29. Harrow will provide primary schools with destination data of its resident applicants by the end of the Summer term **2010**.

Post Offer

30. Harrow will request that resident parents accept or decline the offer of a place by **15 March 2010**.
31. Where a parent resident in Harrow accepts or declines a place in a school maintained by another LA by **15 March 2010**, Harrow will forward the information to the maintaining LA by **22 March 2010**. Where such information is received from parents between **15 March** and **31 August 2010**, Harrow will pass it to the maintaining LA as it is received.
32. In the period **1 March to 31 August 2010**, Harrow will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent.
33. In the period **1 March to 31 August 2010**, Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
34. In the period **1 March to 31 August 2010**, Harrow will accept new applications (including additional preferences) for its schools from home LAs.

35. Applicants will be informed that they can ask for their child's name to be placed on the waiting list for any school, by contacting the school direct. They will also be advised to check with the school how long children's names will be kept on waiting lists and when places will be offered from the waiting list.
36. Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangement

SCHEDULE 1

Harrow's Common Application Form will contain the following fields as a minimum.

Child's details:

Surname

Forename

Date of Birth

Gender

Name of primary school

Address of primary school (if outside home LA)

Parent's details:

Title

Surname

Initials or Forename

Address

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of secondary school

Address of secondary school

Preference ranking

Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the applicant have a statement of SEN? Y/N*

Is the applicant a child looked after? Y/N

If yes, name of responsible authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

* Where an LA decides not to request this information on the CAF, it must guarantee that no stated pupil details will be sent via the PLR.

SCHEDULE 2

Pan-London Co-ordinated Admission Scheme Template Outcome Letter

From: Home LA

Date: **1 March 2009**

Dear Parent,

Application for a Secondary School

I am writing to let you know the outcome of your application for a secondary school. Your child has been offered a place at X School. The school will write to you with further details.

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

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

[You can also confirm that you wish your child's name to be placed on the waiting list for a school in the borough of X, by completing the reply slip. If you applied for a place in another borough and wish to be placed on the waiting list, please contact the school or the borough concerned.]

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools).

If you wish to apply for any other school in this borough or elsewhere, you must obtain an application form from this office.

*Please return the reply slip to me by **15 March 2010**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

ACCEPTANCE OF SCHOOL PLACE WHERE AGE OF TRANSFER IS 11

Please complete and return this slip to the address below by:

XXXXXXXX

NAME OF CHILD _____

DATE OF BIRTH _____

SCHOOL OFFERED _____

**Please tick box
as appropriate**

I confirm I wish to accept the place for my child and that I have informed the school accordingly.

I do **NOT** wish to accept the place offered. I have made other arrangements for my child's secondary education.

Please give details

Signed: _____ Date: _____

Please print name in **BLOCK CAPITALS** _____

SCHEDULE 3

TIMETABLE FOR 11+TRANSFER

CO-ORDINATED 11+ SCHEME

SEPTEMBER 2009	
Start of September 2009	Application forms and booklets available. Supplies will be sent to Harrow VA schools.
23 October 2009	Deadline for receipt of applications.
16 November 2009	Deadline for the transfer of application information by the Home LA to the PLR
11 December 2009	Deadline for receipt of late applications
11 December 2009	Deadline for the upload of late applications to the PLR
3 February 2010	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
16 February 2010	Final ALT file to PLR
24 February 2010	Deadline for On-line ALT file to portal
1 March 2010	Offer letters to parents
15 March 2010	Deadline for acceptance of offer

SCHEDULE 4

HARROW ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES

THE SACRED HEART LANGUAGE COLLEGE

SALVATORIAN COLLEGE



**12+ SCHEME OF CO-ORDINATION FOR HARROW RESIDENTS
APPLYING FOR PLACES IN HARROW COMMUNITY HIGH SCHOOLS
WHERE STUDENTS TRANSFER AT YEAR 8
2009-2010**

QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR COMMUNITY SECONDARY SCHOOLS IN THE AREA OF LONDON BOROUGH OF HARROW

Introduction

This scheme is made in compliance with The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 that require all Local Authorities (LA) to formulate a Qualifying Scheme.

Interpretation

In this scheme –

“the LA” means London Borough of Harrow Council acting in their capacity as local education authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community or voluntary-aided school (but not a special school) which is maintained by the LA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community school means the LA and, in relation to a VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2009;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 1 September 2009; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

Definitions

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	1st March in the year following the relevant determination year except that in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register(PLR)”	the database which will transmit application and offer data between each LA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.

“the Qualifying Scheme”

the scheme which each LA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

3. The scheme

1. This scheme is made pursuant to section 89B of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools in the LA area (“the scheme”).
2. The scheme shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Schedule 2.
3. The scheme shall apply to every community secondary school in Harrow where the age of transfer is 12.

PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of secondary education to Harrow Community High Schools where the age of transfer is in Year 8 in the specified year.
3. Applications for Harrow Community High Schools will be made on Harrow's CAF. This will include all the fields and information specified in Schedule 1 to Harrow's Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
4. As part of its 12+ Qualifying Scheme of Co-ordination, Harrow will make its CAF available to neighbouring LAs to enable out-borough applicants to apply for Harrow Community High Schools. Applicants from out-borough will return the form to Harrow for processing. Harrow will advise the home LA of any applications received.
5. Harrow will make appropriate arrangements to ensure that:
 - a CAF is sent to children on roll in Year 7 in Harrow middle schools
 - the CAF is available on request from Harrow, neighbouring LAs and Harrow Community Middle Schools
 - the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. The CAF will –
 - invite parents to list all eight Harrow Community High Schools in rank order of preference
 - invite parents to give their reasons for each preference.
7. As the admission authority Harrow will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria.
8. The order of preference given on the CAF will not be revealed except insofar as other admission authorities/LAs need this information to apply their own admission criteria, for example if a school's admission criteria give highest priority to parents who have made that school their first preference.

PART 2 - PROCESSING

1. All applicants whether resident within Harrow or outside the borough must return the CAF to Harrow by 23 October 2009.
2. Harrow will allocate places according to the Council's admissions rules. For each applicant to its schools for whom more than one potential offer is available, Harrow will use the highest ranked preference to decide which single potential offer to make.
3. Harrow will accept late applications only if they are late for a good reason up to 9 December 2009. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Harrow will be required in these cases).
4. Applications received after the date in 3. above will be considered only after those received by this date have been processed. As far as possible late applicants will be offered a place on 1 March 2010, but the closer to this date that an application is received, the less likely it will be that an offer will be made on that date.
5. The LAS of Harrow will eliminate all but the highest ranked offer where an applicant has more than one potential offer.

PART 3 : OFFERS

6. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
7. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
8. Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate Harrow Community High School with a vacancy.
9. On 1 March 2010 all applicants will be notified by Harrow that they are being offered places at the allocated school. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at each of the other schools nominated on the CAF.
 - Information about their statutory right of appeal against the decisions to refuse places at other nominated school.
 - Information about how to place their child's name on the waiting list for any Harrow Community High School.
10. Harrow will inform neighbouring authorities of any school offered to applicants that live in their area.

11. 15 March 2010 is the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that they have accepted the place.
12. Harrow shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

13. Following the allocation of places on 1 March 2010, Harrow will start to compile waiting list for its Community High Schools. Pupils' names will be added to the waiting list on parental request for any school in the authority.
14. Names will be added to the waiting list by applying the admission rules in the same priority order as used for the allocation of places.
15. Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.
16. Harrow will begin to offer places from the waiting list within one calendar month from 2 March, as and when places become available.

PART 5 : CASUAL ADMISSIONS

Harrow Community High Schools

17. Applications received after 1 September and for other year groups than the year of entry will be treated as a casual admission.
18. Applications should be made on Harrow's casual admission form and sent to the LA, which will determine any application for a community high school for which it is the admission authority.
19. If the application is for a Harrow Voluntary Aided School or a school outside of Harrow, the application form will be referred to the relevant admission authority/LA.

Harrow's Common Application Form will contain the following fields as a minimum:

Applicant's details:

Forename

Surname

Date of Birth

Gender

Name of primary school

Parent's / carers's details:

Title

Name

Address

Telephone Number

Preference details (eight preferences can be made)

Name of Harrow community high school

Preference ranking

Additional information:

Reasons for Preferences (including any religious or philosophical reasons)

Does the applicant have a statement of SEN?

Details of parent/child's medical condition

Is the applicant a child looked after?

If yes, name of responsible authority

If the applicant has sibling/s which schools do they attend?

Name of School

Other:

Signature of parent or carer

Date of signature

TIMETABLE FOR 12+ TRANSFER

SEPTEMBER 2010	
1 September 2009	Application forms and booklets available. Supplies will be sent to Harrow middle schools, and on request to neighbouring LAs and parents.
23 October 2009	Deadline for receipt of applications.
11 December 2009	Deadline for receipt of late applications (with good reason)
1 March 2010	Offer letters to parents
15 March 2010	Deadline for acceptance of offer

**DRAFT NOTIFICATION LETTER
FIRST PREFERENCE**

Dear

Application for a Harrow Community High School

Thank you for your application for a Harrow community high school for September 2010. I am writing to let you know the outcome of that application and am pleased to inform you that your child has been offered a place at:

Offers which could have been made for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements as a higher preference has been offered.

You have a statutory right of appeal against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, please contact us on 020 8424 1680.

Pressure on places in Harrow schools is very high and we need to know if you are accepting this place or not. I should be grateful if you would fill in the attached slip and return it in the pre-paid envelope by **XXXXX**. If you do not return the form by **XXXXX**, we will have to consider offering the place to another child.

If you move between now and September please let me know your new address as soon as possible. This will ensure that our records are accurate.

Yours sincerely,

HIGH SCHOOL TRANSFER: SEPTEMBER 2010

Name:
Address:
Date Of Birth:
School Offered:
Pupil No:

PLEASE TICK RELEVANT BOX

I wish to accept the place for my child

I **DO NOT** wish to accept the place for my child. I have made the following arrangements for My child's education:

SIGNED: _____ DATE: _____

Please print your name in **BLOCK CAPITALS** _____

Please circle to indicate relationship to pupil:

Parent Carer Guardian Foster parent Family friend Relative

Address*: _____

*If this is different from the address printed above, please provide proof ie. current council tax bill, letter from solicitor confirming completion date, tenancy agreement from Estate or Letting Agent, letter from Housing Department or Housing Association and make sure it specifies the date you moved to this property.

Please return in the attached pre-paid envelope to: Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

As previously advised, you have the right to appeal against the decision of the Local Education Authority under the School Standards and Framework Act 1988. Any request for appeal papers must be made in writing quoting your child's details and the school you wish to appeal for.

**DRAFT NOTIFICATION LETTER
NON-FIRST PREFERENCE**

Dear

Application for a Harrow Community High School

DOB:

I am writing to let you know the outcome of your application for a Harrow high school. Your child has been offered a place at

I am sorry that it was not possible for your child to be offered a place at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants had a higher priority than your child under Harrow's admission rules. The attached information explains how places were allocated and why it was not possible to offer a place for your child.

Offers which could have been made for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements as a higher preference has been offered.

I appreciate that you will be disappointed that you have not been offered a place at your preferred school. However, I strongly recommend that you now take the time to visit the school you have been offered, as I am sure you will find it a suitable alternative. A visit will give you an opportunity to meet the staff in the school and find out what it can offer your child.

If, after that, you are still unhappy about the high school offered, you might wish to exercise your right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, please read the information in the attached leaflet and then complete and return the reply slip.

You can also ask for your child's name to be placed on the waiting list for any school by giving details on the attached sheet.

I should be grateful if you would fill in the attached slip and return it in the pre-paid envelope by
Pressure on places in Harrow schools is very high and we need to know if you accepting this place or not. If you do not return the form by, we will have to consider offering the place to another child.

Yours sincerely

HIGH SCHOOL TRANSFER: SEPTEMBER 2010

Name:
Address:
Date Of Birth:
School Offered:
Pupil No:

PLEASE TICK BOX 1 **OR** BOX 2:

1. I wish to accept the place for my child. I understand that accepting this place will not affect my child's position on a waiting list or my right of appeal.

2. I do **NOT** wish to accept the place for my child. I have made other arrangements.
Please give details: _____

YOU MUST TICK BOX 1 OR 2 BEFORE COMPLETING BOX 3

3. I do **NOT** want to appeal against Harrow's decision but I would like my child's name to be put on the waiting list for the following school(s). I understand that by asking for my child's name to be placed on the waiting list for the following school(s), I am indicating that I prefer this/these school(s) to the school already allocated. I understand if I am offered a place from the waiting list at another school, this new offer will mean any previous offer will be withdrawn under the co-ordinated admissions arrangements.

SIGNED: _____ DATE: _____

Please print your name in **BLOCK CAPITALS** _____

Please circle to indicate relationship to pupil:

Parent Carer Guardian Foster parent Family friend Relative

Address*: _____

*If this is different from the address printed above, please provide proof ie. current council tax bill, letter from solicitor confirming completion date, tenancy agreement from Estate or Letting Agent, letter from Housing Department or Housing Association and make sure it specifies the date you moved to this property.

Please return in the attached pre-paid envelope to: Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

As previously advised, you have the right to appeal against the decision of the Local Education Authority under the School Standards and Framework Act 1988. Any request for appeal papers must be made in writing quoting your child's details and the school you wish to appeal for.

SCHOOLS IN THE LA AREA OF HARROW TO WHICH THE SCHEME APPLIES

Bentley Wood High School for Girls

Canons High

Harrow High

Hatch End High

Nower Hill High

Park High

Rooks Heath High

Whitmore High



FAIR ACCESS PROTOCOL

This protocol applies only to children living in Harrow. Confirmation of residence will be required.

Which children are covered?

- A child looked after by the Local Authority and who does not have a school place.
- Children arriving in Harrow without a school place (eg refugees, asylum seekers, families moving into Harrow from other parts of the UK or abroad).
- Children who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.

Which children are not covered?

- Children on roll in school where the parent is seeking a transfer to another school.

Which schools are involved in this protocol?

All Harrow community and voluntary aided schools

When will the protocol apply?

1. Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.

For permanently excluded pupils – Either when an Independent Appeal Panel has decided not to direct reinstatement or, if there is no appeal, on the day after the last date on which an appeal may be made or on the day (if earlier) the parent/carer notifies the LA that they do not intend to appeal.

For Managed Move pupils – immediately after the decision is made by the RIT.

2. For CLA or children arriving in Harrow without a school place.

Cases will be referred to the next meeting of the Admissions Panel as soon as the Harrow Admissions Service identifies it is not able:

- For secondary pupils – to offer any place because all schools in the relevant year group are full.
- For primary pupils – to offer a place because there is no school with a vacancy within a reasonable distance of the home address. Cases will not be referred to the Admission Panel if this would have a consequent impact on Infant Class Legislation (ie would result in more than 30 children in one teaching group).

When will the Admissions Panel meet?

Meetings of the Admissions Panel are scheduled in advance and are generally held every two weeks during term time. If required a meeting is held during school holidays, usually the week before term starts, so that parents can be notified of the school allocated before the start of term.

Process for determining allocation of places

- Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team. Pupils will be placed in another mainstream school, even if the year group concerned is full. Secondary pupils will be referred to another high school on a rota basis. Primary pupils will be referred to the next nearest school to their home address. A primary school will not normally be expected to take more than one excluded pupil per year group in each academic year.
- Applications for CLA or children arriving in Harrow without a school places will be referred to the next meeting of the Admissions Panel.

For both primary and secondary pupils the Admissions Service will provide the Members of the Admissions Panel with the following details to inform their decision:

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Names of the schools closest the child's home address together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Whether the child is looked after and name of the care authority
- Names and dates of birth of siblings attending any of the schools identified.
- Any known special educational needs.
- Any known religious, philosophical or other reasons for parental preference
- Any information provided by the school.

In light of the information provided, the Members of the Admissions Panel will make their recommendation, which the Director of Schools and Children's Development will then ratify.

Once the decision has been ratified the Admissions Service will inform the school and parents of the decision.

Parents still retain their right of appeal against any decision made by the Local Authority through this protocol.

Monitoring

The Admissions Service will provide regular updates and an annual report on the placement of pupils through the Fair Access Protocol to the Harrow Admissions Forum.

Revised : September 2007



HARROW'S RELEVANT AREA

Harrow's relevant area - The 'relevant area' is defined as the administrative area of the London Borough of Harrow.