



# HARROW ADMISSIONS FORUM

**MONDAY 9 OCTOBER 2006  
6.00 PM**

**PANEL AGENDA (ADVISORY AND CONSULTATIVE)  
COMMITTEE ROOM 6  
HARROW CIVIC CENTRE**

**MEMBERSHIP (Quorum 1 representative from 3 Groups)**

**Chairman: Councillor Bill Stephenson**

**Councillors:**

**Mrs Janet Cowan  
Dinesh Solanki**

**Community School Representatives:**

**Governor  
(Vacancy)**

**Primary  
Sue Jones**

**Secondary  
Allan Jones**

**Jewish School Representative:**

**Mrs D Palman**

**Roman Catholic School Representative:**

**Mr M Murphy (VC)**

**Church of England School Representative:**

**Mrs S Hinton**

**Church of England Diocese Representative:**

**Mrs K Uttley**

**Catholic Schools Diocese Representative:**

**Mr Billiet**

**Primary Elected Parent Governor Representative:**

**Mr H Epie**

**Secondary Elected Parent Governor Representative:**

**Mr R Sutcliffe**

**Harrow Council for Racial Equality Representative:**

**Prem Pawar**

**Early Years Development Partnership Representative:**

**Ms H Tucker**

**Children's Services Representative**

**(Vacancy)**

**Issued by the Democratic Services Section,  
Legal Services Department**

**Contact: Sara Mirza, Committee Administrator  
Tel: 020 8424 1323 E-mail: sara.mirza@harrow.gov.uk**

**HARROW COUNCIL**

**HARROW ADMISSIONS FORUM**

**MONDAY 9 OCTOBER 2006**

**AGENDA - PART I**

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

3. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

Enc. 4. **Minutes:** (Pages 1 - 4)

That the minutes of the meeting held on 19 July 2006, having been circulated, be taken as read and signed as a correct record.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

6. **Petitions:**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

7. **Deputations:**  
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

Enc. 8. **Admissions Arrangements 2008-9:** (Pages 5 - 70)  
Report of the Director of Strategy People First

Enc. 9. **Consultation of Draft Code of Practice for Admission Arrangements:**  
(Pages 71 - 76)  
Report of the Director of Strategy People First

Enc. 10. **Admissions Panel Decisions 2005-6:** (Pages 77 - 80)  
Report of the Director of Strategy People First

**AGENDA - PART II - NIL**

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**HARROW ADMISSIONS FORUM**

**19 JULY 2006**

Chairman:	* Councillor Bill Stephenson		
Councillors:	* Mrs Janet Cowan		
	* Jean Lammiman		
Community School Representatives:	<u>Governor</u>	<u>Primary</u>	<u>Secondary</u>
	(Vacancy)	* Sue Jones	Allan Jones
Jewish School Representative:	Mrs D Palman		
Roman Catholic School Representative:	* Jim Coyle		
Church of England School Representative:	Mrs S Hinton		
Church of England Diocese Representative:	Mrs K Uttley		
Catholic Schools Diocese Representative:	* Mr Billiet		
Primary Elected Parent Governor Representative:	* Mr H Epie		
Secondary Elected Parent Governor Representative:	† Mr R Sutcliffe		
Harrow Council for Racial Equality Representative:	† Prem Pawar		
Early Years Development Partnership Representative:	† Helena Tucker		
Children's Services Representative:	(Vacancy)		

\* Denotes Member present  
 † Denotes apologies received

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

1. **Attendance by Reserve Members:**

**RESOLVED:** To note that (1) Mr J Coyle was reserving for Mr M Murphy (Roman Catholic School Representative); and

(2) in accordance with paragraph 10 of The Education (Admission Forum) (England) Regulations 2002, Councillor Jean Lammiman be appointed as an alternate Member for Councillor Dinesh Solanki.

2. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

Councillor Bill Stephenson	Declared a personal interest in that he was a governor at Marlborough First and Middle School and Hatch End High School. Accordingly, he remained in the room and took part in the discussion and decision-making.
Councillor Jean Lammiman	Declared a personal interest in that she was a governor at Nower Hill High School. Accordingly, she remained in the room and took part in the discussion and decision-making.

Jim Coyle

Declared a personal interest in that he was a governor at Sacred Heart Language College. Accordingly, he remained in the room and took part in the discussion and decision-making.

3. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

4. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 6 March 2006, having been circulated, be taken as read and signed as a correct record.

5. **Matters arising from the Minutes:**

**RESOLVED:** That (1) the following matter arising from the minutes of the meeting of the Forum held on 6 March 2006 be referred to the Director of Legal Services for advice and to request that he prompt the Business Transformation Partnership to provide the data requested:

Minute 76

Resolution 68(1) – Admission Arrangements for the 2007-08 Academic Year (Sharing Council Data Sources) – “The Forum was advised that no definite reply had been received regarding the issue of sharing Council data sources, and that this issue was widespread and not restricted to Harrow. The Forum was advised there was a basic view that data could not be shared at that level due to legal constraints.”

(2) further to discussions on children having Special Educational Needs a report be submitted to the next meeting on the following:

Minute 81

Voluntary Aided (VA) Admissions Arrangements 2006/07.

6. **Harrow Admissions Forum Terms of Reference:**

**RESOLVED:** That the Terms of Reference be noted.

7. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

8. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

9. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

10. **Single Intake to Reception - Pilot 2005/2008:**

The Forum received an information item on the above matter from the Director of Strategy Services. An officer advised that an article was to be included in the Harrow People Magazine to inform parents of the evaluation.

**RESOLVED:** That the information sent to schools advising of the timetable for the evaluation of the single pilot intake be noted.

11. **E-applications:**

The Forum received an information item on the above matter from the Director of Strategic Services.

An officer informed the Forum that Harrow was participating in a Pan-London Project. It was noted that parents wishing to apply for primary school places in Harrow would be able to apply online from 1 August 2006.

**RESOLVED:** That the arrangements put in place to ensure that Harrow met the e-government agenda in relation to online applications for school places be noted.

12. **Medical Claims:**

The Forum received a report of the Director of Strategic Services, which sought the views of the Forum on the medical criterion used for admission to community primary and secondary schools.

An officer advised that under the current medical criterion parents could ask for consideration for priority for a school place on medical grounds for the school closest to their home address. A recent case had highlighted a problem when a parent who had not been offered her preferred school and whose appeal was subsequently not allowed challenged the decision by way of a judicial review. The parent presented medical grounds, which had not been provided at the time of application, for their reasoning. The Authority had decided not to contest the application and the child was allocated a place at the parent's preferred school. The reason for this was that advice from Counsel was that by only considering the school closest to the home address, Harrow's admission rules "fettered their discretion".

The Forum noted that medical claims could only be considered for the school closest to the child's home address. A proposal was made to vary the admission rule and to investigate whether the Special Educational Needs (SEN) Panel could provide some overview and advice in determining medical claims that were not for the school closest to the home address. Advice from Harrow's Legal Department was that the Forum consider tightening the medical claims criterion by including the word "generally" in order to prevent any potential challenges. The criterion would then read as follows;

"Such requests will **generally** only be considered for the school nearest the child's home."

**RESOLVED:** That (1) the officer consult with SEN to identify whether referrals could be made to the SEN Panel;

(2) legal advice be sought when drafting the precise wording of the medical claims criterion to include the words "in wholly exceptional" in order to prevent any potential appeal challenges. This would read as follows:

"Claims on medical grounds will only be considered for the school closest to the home address except in wholly exceptional circumstances".

13. **Rising 5 Timetable:**

A report of the Director of Strategic Services was presented to the Forum asking Members to review the timetable for the allocation of places to Reception with a view to bringing it more in line with other London Authorities.

The officer explained that, under the current system, parents could apply for more than one school and, as Harrow had an earlier closing date for admissions with parents being offered a school place earlier, it was then easy for parents to accept and then in principle to later decline the place once they had been offered a more preferential school place by another authority.

The Forum agreed that the proposal to delay the closing date for applications until 31 January each year was subject to consultation. The officer advised that the consultation exercise would be undertaken during the Autumn, be fed back to the Forum in Spring, then followed by any recommendations to Cabinet in March.

**RESOLVED:** That the consultation on admission arrangements include a proposal to defer the closing date for applications until 31 January each year with offer letters being sent in late March/early April depending on when Easter fell each year.

14. **Admission Arrangements 2008-9:**

The Forum considered a report of the Director of Strategic Services, which sought to review the admission arrangements for the 2008/9 academic year. The officer advised that this was in order to consider the effectiveness of the local admission arrangements and how well they served the parents and children. It was noted that any decision would be included in the annual consultation exercise, which would take place during the Autumn with feedback to the Forum in Spring 2007 with any recommendations being submitted to Cabinet in March 2007.

**RESOLVED:** That (1) top priority be given to Looked After Children;

(2) the Planned Admissions Number for Cedars and Grange Schools be reduced from 90 to 60;

(3) under the co-ordinated admission arrangements when a child's name had been placed on a waiting list for another school, after already being allocated a place, parents would be deemed to be indicating their preference for this school rather than the one allocated. If at a later date a place was offered from the waiting list, this new offer would supersede any previous offer, which would then be withdrawn.

(3) to keep the introduction of a sibling link for Sixth Forms under review.

15. **Date of Next Meeting:**

**RESOLVED:** That (1) the meeting provisionally agreed for 10 October 2006 be cancelled; and

(2) three further meetings be arranged for early November 2006, February and March 2007.

(Note: The meeting having commenced at 5.45 pm, closed at 6.54 pm)

(Signed) COUNCILLOR BILL STEPHENSON  
Chairman



Meeting:	Harrow Admissions Forum
Date:	9 October 2006
Subject:	Admission Arrangements 2008-9
Responsible Officer:	Geoff Wingrove
Contact Officer:	Madeleine Hitchens
Portfolio Holder:	Janet Mote
Key Decision:	No
Status:	Public

### **Section 1: Summary**

#### **For decision**

To review Harrow's admission arrangements - Appendix 1 - and Co-ordinated Admissions Schemes - Appendices 2(i), 2(ii), and 2(iii) - and agree the consultation process on proposed admission arrangements to apply to Harrow community primary and high schools for the school year 2008/2009.

#### **Reason for report**

There is a statutory requirement under the School Standards and Framework Act 1998 for admission authorities to consult before determining admission arrangements. Admissions arrangements must be determined by 15 April in the determination year (ie by 15 April 2006).

#### **Benefits**

The Council will meet its statutory obligation under the School Standards and Framework Act 1988 to consult before determining admission arrangements.

#### **Cost of Proposals**

None

#### **Risks**

It is a statutory requirement to consult before determining admission arrangements

#### **Implications if recommendations rejected**

The Council will not meet its statutory obligations under the School Standards and Framework Act.

## **Section 2: Report**

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.

Proposed amendments to Harrow's admission rules for consultation:

### 1. Priority for Looked After Children

To bring Harrow fully in line with the Code of Practice on Admissions, it is recommended that Looked After Children be given top priority in the admission rules.

### 2. Medical claims

To amend the medical criterion so that parents can, in wholly exceptional circumstances, make a medical claim for a school that is not the closest to their home address provided this is the most appropriate school and the claim is supported by evidence from a Consultant. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Panel.

### 3. Distance from home to school

To further clarify the tie-breaker of distance from home to school as follows:

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.

### 4. Proposed reduction to Planned Admission Number for Cedars and Grange Schools.

In order to reduce surplus capacity in the Primary sector, to reduce the planned intake for Cedars and Grange School from 90 to 60.

### 5. Offers from the waiting list

To eliminate instances of multiple offers, parents, 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 automatically be withdrawn.

6. Change of timetable for admission to Reception class (a proposed draft timetable is given at Schedule of Appendix 2(i) Primary Scheme of Co-ordination).

At the last meeting of the Forum, Members considered a proposal to consult with community and voluntary aided schools on changing the timetable for applications to Reception class in order to bring Harrow's allocation more in line with other London authorities. This will mean:

- Parents will learn of school place offered about the same time as other London authorities.
- A later closing date will mean more parents can make an on-time application.
- Schools will benefit as a later allocation will mean there will be less change and they will have a clearer indication of which children will start in September.

A letter was sent to the Chairs of the Primary Heads Group asking for their views. The Primary Heads' Group is meeting on 28<sup>th</sup> September and their views will be tabled at this meeting.

#### Consultation

Proposed changes to the admissions rules will form part of the annual consultation on admission arrangements with schools, parents, community groups and statutory consultees which will take place in Autumn 2006 / Spring 2007.

#### Financial Implications

There are no direct financial implications arising from this report.

#### Legal Implications

Under the Schools and Standard Framework Act local Authorities are required to determine admission arrangements which are to apply for that year. The same Act also requires local Authorities to publish determined admission arrangements for all maintained schools in their area.

#### Equalities Impact

Harrow's oversubscription criteria have been developed in line with guidance in the School Admissions Code of Practice in order to be objective, clear, fair and compatible with admissions and equal opportunities legislation.

The proposed change to the timetable for Reception will ensure the maximum possible numbers of applications are treated as on time, and that those who move are not disadvantaged.

#### Section 17 Crime and Disorder Act 1998 Considerations

N/A

### **Section 3: Supporting Information/ Background Documents**

Appendices:

Appendix 1	Draft Admission Arrangements 2008/9
Appendix 2(i)	Draft scheme of co-ordination – Primary 2008/9
Appendix 2(ii)	Draft scheme of co-ordination – 11+ 2008/9
Appendix 2(iii)	Draft scheme of co-ordination – 12+ 2008/9
Background papers	Report to Harrow Admissions Forum 19 07 06



## COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2008 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 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.

### **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.

### **Medical claims**

Parents will have the opportunity to indicate whether they prefer single sex or co-educational schooling.

### **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.

### **Linked School**

Pupils who attend a primary school which is linked to a particular high school and who are registered at a linked primary school on the closing date for receipt of applications.

# HOW PLACES WILL BE ALLOCATED IN COMMUNITY PRIMARY SCHOOLS FOR SEPTEMBER 2008

## ADMISSION RULES

### 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) **Statemented pupils**

Pupils with a Statement of Special Educational Needs that names a particular primary school.

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.

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 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.

**e) 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.

**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/CHANGES TO THE APPLICATION FORM AFTER THE CLOSING DATE**

Application forms must be received by Harrow Council by the closing date **(TO BE AGREED)**.

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.

The following are examples of exceptions that will apply, provided the application is received by **(date to be agreed)**.

- 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 to be agreed)**.
  - A formal tenancy agreement from a letting/estate agent, which comes into effect on or before **(date to be agreed)**.
  
- If you are returning from abroad you will need to provide:
  - a council tax bill confirming re-occupation of your property by **(date to be agreed)**. If your property has not been occupied
  - confirmation that tenancy has ceased by **(date to be agreed)** 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 **(date to be agreed)** 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 2008**

### **ADMISSION RULES**

If more applications are received than there are places available, places are offered up to a school's standard 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

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 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 standard number.

#### **b) Children looked after by the local authority**

#### **c) Statemented pupils**

Pupils with a Statement of Special Educational Needs that names a particular middle school.

#### **d) 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.

#### **e) 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.

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

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

**g) 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.

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## **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 HIGH SCHOOLS FOR SEPTEMBER 2008

## 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 standard 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) **Statemented pupils**

Pupils with a Statement of Special Educational Needs that names a particular high school.

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 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.

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 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.

**e) Sibling link (older brothers or sisters)**

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

**f) Pupils attending a linked middle or first & middle school. Linked schools are as follows:**

<b>SCHOOLS</b>	<b>PAN</b>	<b>LINKED SCHOOLS</b>
Canons	180	Aylward, Glebe, Little Stanmore, Stag Lane
Harrow	180	Belmont*, Elmgrove*, Norbury, Whitefriars*
Hatch End	300	Cedars, Grimsdyke, Marlborough, Pinner Park*, St John's C of E, Weald, Whitefriars*
Nower Hill	300	Cannon Lane, Pinner Park*, Pinner Wood, West Lodge, St John Fisher
Park	280	Belmont*, Kenmore Park, Priestmead, Stanburn, Whitchurch
Rooks Heath	210	Earlsmead, Newton Farm, Roxbourne, Roxeth Manor, Welldon Park
Whitmore	260	Elmgrove*, Grange, Longfield, Roxeth, Vaughan

- \* Belmont has dual links to Harrow and Park
- \* Elmgrove has dual links to Harrow and Whitmore
- \* Pinner Park has dual links to Hatch End and Nower Hill
- \* Whitefriars has dual links to Harrow and Hatch End

**g) Applicants with no link, by distance\* from home\*\* to school**

Finally places are allocated to applicants whose home address is nearest to the 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

## **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.

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. The following exceptions will apply, provided the application is received (date in line with Pan-London timetable).

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 (date in line with Pan-London timetable)..

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

- a council tax bill confirming re-occupation of your property by (date in line with Pan-London timetable). If your property has not been occupied confirmation that tenancy has ceased by 15 December 2006 if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by (date in line with Pan-London timetable) 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. 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.

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 standard 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) Statemented Pupils

Pupils with a Statement of Special Educational Needs which names Bentley Wood High School.

c) 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.

d) 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.

e) Sibling link (older sisters)

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

#### f) Random computer selection

After pupils under a) to e) 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 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> 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.

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. The following exceptions will apply, provided the application is received (date in line with Pan-London timetable).

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 (date in line with Pan-London timetable)..

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

- a council tax bill confirming re-occupation of your property by (date in line with Pan-London timetable). If your property has not been occupied confirmation that tenancy has ceased by 15 December 2006 if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by (date in line with Pan-London timetable) 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 the main allocation, pupils are placed on the waiting list for Bentley Wood in order of the tie-breaker, i.e. distance, measured in a straight line.

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 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.

### Bentley Wood High School waiting list

Waiting lists are kept in the same priority order as explained in the admissions rules, except that after the main allocation pupils are placed on the waiting list for Bentley Wood in the order of the tie-breakers, ie distance from home to school measured in a straight line.

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.

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**SCHEME OF CO-ORDINATION FOR ADMISSIONS TO HARROW'S  
COMMUNITY AND VOLUNTARY AIDED FIRST, FIRST & MIDDLE AND  
MIDDLE SCHOOLS  
2008-2009**

# **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 2007; 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

### **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 this LA 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. Applicants must return the CAF to Harrow by (date to be agreed) in the Application Year.
2. 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.
3. 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.
4. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.
5. Up to (date to be agreed) 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).
6. Applications received after (date to be agreed) 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 (date to be agreed), 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.

### **PART 3 : OFFERS**

1. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
2. 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.
3. 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.
4. Harrow will inform all applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered.
5. This authority shall use the form of Notification Letter set out in Schedule 3.

### **PART 4 : POST-OFFER**

1. Harrow will share with its 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.

### **PART 5 : CASUAL ADMISSIONS**

#### **Harrow Community Schools**

1. Applications received after 1 September 2008 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 2008 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's details :**

Title  
Name  
Address  
Telephone Number

### **Preference details (three 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:

\_\_\_\_\_

The school health service needs to have the name and address of your G.P. Please give details below:

G.P.'S name \_\_\_\_\_

G.P.'s address: \_\_\_\_\_

\_\_\_\_\_

Clinic attended : \_\_\_\_\_

I consent to this information being passed to teaching/medical 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 health service needs to have the name and address of your G.P. Please give details below:

G.P.'S name \_\_\_\_\_

G.P.'s address: \_\_\_\_\_

Clinic attended : \_\_\_\_\_

I consent to this information being passed to teaching/medical staff.

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. Please add my child's name to the waiting list 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 offered school will automatically be withdrawn.

\_\_\_\_\_

4. I have read the information about the limited grounds for succeeding at appeal and I wish to appeal. Please give the name of school(s) you wish to appeal for: A formal Notice of Appeal will then be sent out to you.

\_\_\_\_\_

Please note: You do not need to provide information about your appeal at this stage.

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.

I thought you might like to know that there are currently some vacancies at (NAME OF VA SCHOOL(S) WITH VACANCIES) school. If you wish to be considered for a place, please contact the school direct.

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

**PROPOSED DRAFT TIMETABLE**

CO-ORDINATED PRIMARY ADMISSIONS TO RECEPTION CLASS 2008

	<b>EASTER SUNDAY IS 23 MARCH 2008</b>
<b>June 2007</b>	Notices published to advise parents of timetable for application
<b>June 2007</b>	Admissions Service to send application forms and booklets to schools
<b>Early January 2008</b>	Publicity re closing date
<b>25 January 2008</b>	Deadline for receipt of applications
<b>11 February 2008</b>	Admissions Service sends information of applicants to VA schools
<b>3 March 2008</b>	VA Schools and Admissions Service allocate places
<b>3 March 2008</b>	VA Schools send Admissions Service list of applicants in priority order according to admission rules
<b>28 March 2008</b>	Admissions Service determines school offer by application of parental ranking
<b>4 April 2008</b>	Offer letters to parents and schools informed of children allocated places.
<b>21 April 2008</b>	Deadline for acceptance of offer
<b>5 May 2008</b>	Appeal papers sent to parents
<b>19 May 2008</b>	14 days for parents to return appeal papers
<b>Mid June 2008</b>	Appeals to start

## **SCHEDULE 4**

### **OTHER AMISSION AUTHORITIES 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



**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  
2008-2009**

# **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 2008;

“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 2008; 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 SECONDARY SCHOOL ADMISSIONS

## TEMPLATE LA SCHEME

### 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 ie. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan-London Co-ordinated Admissions Executive Board, which has formulated 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”	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 LEAs
“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. Applications for schools where the age of transfer is 11 from residents of Harrow will be made on Harrow's Common Application Form, 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.
2. This LA will take all reasonable steps to ensure that every parent who is resident in this LA and who has a child in Year 6 in a Harrow maintained school, or in their last year of primary education in a maintained school in any other maintaining LA, receives a copy of Harrow's admissions booklet and CAF. The admissions booklet will also be available to parents who do not live in this LA and will include information on how they can access their home LA's CAF.
3. The admission authorities within Harrow (see Schedule 4) will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published admissions criteria. Where the admission arrangements for a Harrow school require a supplementary form, the school will make such forms available to parents. Parents will be advised to return the form direct to the school for which they are applying and also to ensure that they have completed a CAF and returned this direct to Harrow.
4. Where a school in this LA receives a supplementary form, this LA will not consider it to be a valid application unless the parent has also listed the school on their home LA's CAF.
5. Applicants will be able to express a preference for six maintained secondary schools within and/or outside Harrow (including Academies and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
6. The order of preference given on the Common Application Form 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 gives highest priority to parents who have made that school their first preference. 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.

## Processing

7. Applicants resident within Harrow must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by 19 October 2007.
8. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by 12 November 2007 in the Application Year or, in any year in which that day is not a working day, the next working day. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
9. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London Timetable, determine its own timetable for the processing of application data and the application of admissions criteria (see Schedule 3).
10. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order except where this is explicitly included in an admission authority's published oversubscription criteria. 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.
11. Harrow will accept late applications only if they are late for a good reason up to 14 December 2007. Examples of what will be considered 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).
12. Applications received after the date specified in 11. above will be passed by Harrow to the appropriate Harrow VA school or maintaining LA marked as a late application. Applicants will be advised this will be processed only after those received by the closing date or accepted as a late application (see 9 above), have been dealt with.
13. 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.
14. The latest date for the upload of late applications which are considered to be on-time within the terms of Harrow's scheme to the PLR is 14 December 2007 in the Application Year or, in any year in which that day is not a working day, the next working day.

15. 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 14 December 2007, on the basis that an on-time application already exists within the Pan-London system.
16. Harrow will participate in the application data checking exercise to be scheduled between 17 December 2007 and 3 January 2008 in the Pan-London timetable.
17. Harrow will upload the highest potential offer available to an applicant for a maintained school in Harrow to the PLR by 6 February 2008 or, in any year in which that day is not a working day, the next working day in the Application Year. The PLR will transmit the highest potential offer made by the maintaining LA to Harrow.
18. Harrow's LAS will, as a Home LA, eliminate 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 a specified iterative timetable), which will continue until a steady state is achieved (which the PLR will indicate) or until 19 February 2008 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 (or, where this is not a working day, the next working day) in the Application Year. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.
19. Harrow will participate in the offer data checking exercise to be scheduled between 20 and 28 February 2008 in the Pan-London timetable.

## **Offers**

20. Where it is not possible to offer a place in a Harrow Voluntary Aided School or a school outside the borough where the age of transfer is Year 7, applicants will be advised of the process for applying for a place in a Harrow Community School for Year 7 (primary) and/or Year 8 (secondary).
21. 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.
22. Harrow shall use the form of Notification Letters set out in Schedule 2.
23. On 3 March 2008, Harrow will send by first class post notification of the outcome to resident applicants.

24. Harrow will provide its maintained primary schools with destination data of its resident applicants by the end of the Summer term 2007.

### **Post Offer**

25. This LA will request that resident parents accept or decline the offer of a place by 18 March 2008.
26. Where a parent resident in Harrow accepts or declines a place in a school maintained by another LA by 18 March 2007, this LA will forward the information to the maintaining LA by 25 March 2008. Where such information is received from parents between 18 March and 31 August 2008, this LA will pass it to the maintaining LA as it is received.
27. In the period 3 March to 31 August 2008, this LA 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.
28. In the period 3 March to 31 August 2008, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
29. In the period 3 March to 31 August 2008, this LA will accept new applicants (including additional preferences) for its schools from home LAs.
30. 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.

### **CASUAL APPLICATIONS AFTER 31 AUGUST FOR YEAR 7 / CASUAL APPLICATIONS FOR ALL OTHER YEAR GROUPS**

#### **Harrow Voluntary Aided Schools**

31. Applications for Harrow's Voluntary Aided Schools will be referred 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 told how their child's name can be added to the school's waiting list, where one is operated.
32. If a Harrow resident child does not have a place in any school, the applicant should be referred to the Harrow Admissions Service.

## SCHEDULE 1

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

### Applicant's details:

Surname  
Forename  
Date of Birth  
Gender  
Name of primary school and DfES number

### Parent's details :

Title  
Name  
Address  
Telephone Number

### Preference details (x 6)

Name of secondary school and DfES number  
Preference ranking  
Local Authority in which the school is based

### Additional information:

Reasons for Preferences (including any medical or social needs)  
Does the applicant have a statement of SEN?  
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  
Local Authority in which the school is based

### Other:

Signature of parent or guardian  
Date of signature

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

## SCHEDULE 2(i)

### NOTIFICATION LETTER :

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 wish you child's name to be placed on a waiting list for any other school, please contact the school or the borough concerned.

*Please return the reply slip to me by (date). If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters will 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** \_\_\_\_\_

**No offer letter**

Dear Parent

**Application for a Secondary School where the age of transfer is 11**

I am writing to let you know the outcome of your application for a secondary 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 published admission criteria.

If you would like more information about the reason your child was not offered a place at any school on your preference list, 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 Harrow are attached to this letter. If the school is outside Harrow, the admission authority will either be the borough in which the school is situated, or the school itself.

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 admission authority for 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 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.

As you know, pupils transfer to Harrow community high schools at 12+ (ie in year 8). If your child attends a Harrow community primary school a 12+ application form will be sent direct to the school in September 2006. If your child does not attend a Harrow community primary school, you can apply for a place in a Harrow community high school by requesting an application form in September 2006 from the address below. Harrow community high schools hold Open Days/Evenings early in the autumn term. You would be very welcome to visit the schools at these times. Alternatively, you can ring the schools direct to arrange a visit. You can also apply for a year 7 place in a Harrow primary school. If you require any further information or advice about applying for a Harrow community school please call us on 020 8424 1680.

Yours sincerely

### SCHEDULE 3

#### TIMETABLE FOR TRANSFER OF INFORMATION FROM VA SCHOOLS TO LA

#### CO-ORDINATED 11+ SCHEME

<b>SEPTEMBER 2008</b>	
Start of September 2007	Application forms and booklets available. Supplies will be sent to Harrow VA schools.
19 October 2007	Deadline for receipt of applications.
12 November 2007	Deadline for the transfer of application information by the Home LA to the PLR
14 December 2007	Deadline for the upload of late applications to the PLR
6 February 2008	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
3 March 2008	Offer letters to parents
18 March 2008	Deadline for acceptance of offer

## **SCHEDULE 4**

### **HARROW ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES**

THE SACRED HEART LANGUAGE COLLEGE

SALVATORIAN COLLEGE (RC)



12+ SCHEME OF CO-ORDINATION FOR HARROW RESIDENTS  
APPLYING FOR PLACES IN HARROW COMMUNITY HIGH SCHOOLS  
WHERE STUDENTS TRANSFER AT YEAR 8  
2008-2009

# 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 2005;

“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 2005; 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 from residents of this LA will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LA.
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. This LA 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 this LA, 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 this LA or outside the borough must return the CAF to this LA by 19 October 2007 in the Application Year.
2. This LA 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, this LA will use the highest ranked preference to decide which single potential offer to make.
3. This LA will accept late applications only if they are late for a good reason up to 14 December 2007. 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 this LA 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 3 March, but the closer to the 3 March deadline that an application is received, the less likely it will be that an offer will be made on that date.
5. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer.

## **6. PART 3 : OFFERS**

7. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
8. 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.
9. 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.
10. On 3 March all applicants will be notified by Harrow that they are being offered places at the allocated school. The letter will give the following information:
11. The name of the school at which a place is offered.
12. The reasons why the child is not being offered a place at each of the other schools nominated on the CAF.
13. Information about their statutory right of appeal against the decisions to refuse places at other nominated school.
14. Information about how to place their child's name on the waiting list for any Harrow Community High School.

15. Harrow will inform neighbouring authorities of any school offered to applicants that live in their area.
16. 15 March 2007 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.
17. This authority shall use the form of Notification Letter set out in Schedule 3.

18. **PART 4 : POST-OFFER**

19. Following the allocation of places on 3 March, 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.
20. 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.
21. 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.
22. Harrow will begin to offer places from the waiting list within one calendar month from 3 March, as and when places become available.

23. **PART 5 : CASUAL ADMISSIONS**

24. **Harrow Community High Schools**

25. Applications received after 1 September and for other year groups than the year of entry will be treated as a casual admission.
26. 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.
27. 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.

This LA'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

## SCHEDULE 2

### TIMETABLE FOR 12+ TRANSFER

<b>SEPTEMBER 2008</b>	
Start of September 2007	Application forms and booklets available. Supplies will be sent to Harrow middle schools, and on request to neighbouring LAs and parents.
19 October 2007	Deadline for receipt of applications.
14 December 2007	Deadline for receipt of late applications (with good reason)
3 March 2008	Offer letters to parents
18 March 2008	Deadline for acceptance of offer

**DRAFT NOTIFICATION LETTER  
FIRST PREFERENCE**

Dear Parent

**Application for a Harrow Community High School**

Thank you for your application for a Harrow community high school. 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

X 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.

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.

If you do not wish to take up the place offered, or if you have made alternative school arrangements for September, please complete the tear-off slip below and return it to me within 14 days so that I may offer the place to another student.

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

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Pupil No:

School Offered:

Child's Name

I **DO NOT** want to accept the place at the school offered. I have made the following arrangements for my child's education (please give details below)

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Signed:

Date:

**DRAFT NOTIFICATION LETTER  
NON-FIRST PREFERENCE**

Dear Parent

**Application for a Harrow Community High School**

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

X School.

Please confirm that you are accepting this place by completing the reply slip attached.

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.

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.

Please return the reply slip to me by (date). If you have any questions about this letter, please contact the Admissions Service on 020 8424 1680.

Yours sincerely



**HIGH SCHOOL TRANSFER 2008**

NAME OF PUPIL: \_\_\_\_\_

PUPIL NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SCHOOL OFFERED: \_\_\_\_\_

Please tick  
One box

I wish to accept the place for my child

I do NOT want to accept the place for my child. I have made other arrangements.  
Please give details:

\_\_\_\_\_  
\_\_\_\_\_

I DO NOT WANT to appeal against the LA decision but would like my child's name to put on the waiting list 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 offered school will be automatically withdrawn.

\_\_\_\_\_  
\_\_\_\_\_

I wish to appeal against the LA's decision. Please give the name of school(s) you wish to appeal for.

Your child's name is automatically added to waiting list(s) for school(s) named:

\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please circle to indicate relationship to pupil

Parent   Carer   Guardian   Foster parent   Family Friend   Relative

**HARROW ADMISSION AUTHORITIES 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

<b>Meeting:</b>	Harrow Admissions Forum
<b>Date:</b>	9 October 2006
<b>Subject:</b>	Consultation of Draft Code of Practice for Admission Arrangements
<b>Responsible Officer:</b>	Geoff Wingrove
<b>Contact Officer:</b>	Madeleine Hitchens
<b>Portfolio Holder:</b>	Janet Mote
<b>Key Decision:</b>	No
<b>Status:</b>	Public

### **Section 1: Summary**

#### **FOR INFORMATION AND CONSIDERATION**

- To note the provisions in the Draft Code of Practice that come into effect in September 2008, which is currently out for consultation.
- To consider whether The Admissions Forum wishes to recommend any changes to Harrow's Admission Policy in light of the Draft Code of Practice.
- To consider whether The Admissions Forum wishes to recommend any changes to the admissions authorities about arrangements for Harrow's voluntary aided schools.
- To seek Forum Members' views about responding to the Draft Code.

#### **Reason for report**

To enable Members of the Harrow's Admissions Forum to consider any changes to the admission rules for community and/or voluntary aided schools in light of the provisions of the Draft Code of Practice.

## Benefits

It will enable the Council and voluntary aided schools to consult on any changes to the admission rules as a result of the provisions in the Draft code of Practice on Admissions.

## Cost of Proposals

N/A

## Risks

N/A

## Implications if recommendations rejected

N/A

## **Section 2: Report**

### 2.1 Brief History

The Department for Education and Skills last revised the School Admissions Code of Practice (COP) in January 2003. Following the implementation of statutory co-ordination for secondary admissions for 2005 entry and a number of high profile adjudications made by the Schools Adjudicator in the past two years, the DfES has issued a new draft version of the Code for consultation. The new version, once agreed and published, would apply for admission intakes from September 2008 onwards. The closing-date for consultation responses is 1 December 2006. The revised draft COP is 90 pages long and is available on the DfES website [www.dfes.gov.uk](http://www.dfes.gov.uk) → consultations → School Admissions consultation 2006.

The draft Code surpasses expectations in many respects and is good news for the Pan-London Co-ordinated Secondary Admissions Scheme and, more importantly, for children and their parents as it removes some of the inequities inherent in the previous Code. The changes (nearly all of which are additions) are summarised in Appendix 1, with the 'major' ones highlighted in bold. The major difference from previous versions of the Code is that the mandatory elements will be enforced by statute, so that Admission authorities will have to abide by it, rather than, as currently, just give regard to it. The virtual ban on 'first preference first' will make admissions much less confusing for parents in London, and other metropolitan areas, whilst still allowing it to continue in rural areas where it may be justified.

There is a requirement for the Admission Forum to monitor compliance with the code and assess the overall impact of Harrow's admission arrangements on fair access.

There are no implications in the Draft COP for Harrow's community school admission arrangements.

There are a number of issues that Forum Members may wish to consider, and provide guidance on, in relation to voluntary aided admission arrangements.

## 1. IMPLICATIONS FOR HARROW VA SCHOOLS

### ***Giving priority to children attending the school's nursery (or co-located children's centre)***

Admission authorities should not include attendance at the nursery or the co-located children's centre for nursery education in their oversubscription criteria. Such arrangements can advantage those parents willing to travel a substantial distance to allow their child to attend nursery school so that they will have priority in admission to the primary school over more local parents. Such criteria may also disadvantage families who have recently moved to the area and those who have opted for other providers or who choose to take up the free entitlement at an alternative local provider. It may make some parents feel they have to enrol their child at the school before they consider him or her ready, in order to gain a place at the primary school.

### ***Looked after children***

Faith schools **must**, by law, give first priority to looked after children of the faith, but it is good practice for them to go further and give first priority to looked after children per se.

### ***Children of staff***

Admission authorities **cannot** give priority for children of current or former staff or governors (unless they are the children of a new appointee to a post for which there is a "demonstrable skills shortage").

### ***All other applicants***

Faith schools that do not already do so will need to have to have "All other children" as a last criterion.

### ***Siblings***

Faith school admission authorities need to give a clear definition of siblings and also have a published policy as to how they will treat twins, triplets, etc.

### ***Home address***

Where a child lives with parents with shared responsibility, each for part of a week, the oversubscription criteria need to make clear how the 'home' address will be decided in a fair and considered way.

### ***Social or medical need***

If using this criterion, admission authorities **must** give a clear explanation of what supporting evidence will be required and how this will be assessed objectively. It should be made clear that the supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Admission authorities **must not** give higher priority to children under this criterion if the required documents have not been produced.

### ***Keeping places open***

Faith schools **must not** keep open places if they have insufficient applicants of their own faith and other families have applied for a place at the school.

### ***Distance between home and school***

When distance is part of the oversubscription criteria, there should be a clear explanation of how distance from home to the school will be measured including the points at the school and the child's home from which distance is to be measured.

### ***Deferred entry to primary school***

Where a school offers places in reception for children before they are of compulsory school age, they should offer parents the option of deferring their child's entry until later in the school year. The arrangements for deferred entry must be made clear in the published admission arrangements for the school.

#### 2.3 Consultation

N/A

#### 2.4 Financial Implications

N/A

#### 2.5 Legal Implications

N/A

#### 2.6 Equalities Impact

Reflecting the requirements of Code of Practice in oversubscription criteria ensures they are clear, fair, objective and compatible with admissions and equal opportunities legislation.

The changes are linked to the corporate strategic priority to Empower Harrow Youth.

#### 2.7 Section 17 Crime and Disorder Act 1998 Considerations

N/A

### **Section 3: Supporting Information/Background Documents**

Appendices

Appendix 1 : Summary of Draft School Admissions Code of Practice

Background Documents: None.

**Requirements of the  
DfES's School Admissions Code of Practice Draft 2006**

Page	Paragraph or Annex	Content
8	1.13	<b>Makes it abundantly clear that interviewing parents and/or children will be prohibited by the Education and Inspections Bill 2006.</b>
11	1.23	Governing bodies must ensure that the cost of uniform, sportswear, school trips, etc., is minimized so as not to deter parents on low incomes from applying.
11	1.25	Attendance at an open evening or day "must not be a condition for the allocation of a place."
11-12	1.26-1.28	Outlines very clearly what can and cannot be asked for on schools' supplementary forms, i.e. all the information must be related solely to the admissions criteria.
13	1.38	Admission authorities must not ask parents to provide photographs of the child <i>except</i> if a selective school needs to ensure that the applicant taking the test is the child named on the application form.
16	1.53	Admissions Forums have the power to write an annual report, for submission to the Schools' Commissioner, on the impact of admissions policies within their area.
18	2.5	<b>Gives a list of prohibited criteria/practices, including:</b> <ul style="list-style-type: none"> <li>▪ <b>'First preference first', in all areas where there are selective schools; it can only be used elsewhere if all school in the area (which is not defined) agree to adopt it for the scheme.</b></li> <li>▪ <b>Priority for siblings of former pupils;</b></li> <li>▪ <b>Priority for children of current or former staff or governors (unless they are the children of a new appointee to a post for which there is a "demonstrable skills shortage".</b></li> <li>▪ <b>Priority to the order in which applications are received (this also applies to waiting lists – see paragraph 3.87).</b></li> <li>▪ <b>Excluding applicants from a particular social or religious group, i.e. faith schools that do not already do so will have to have "other children" as a last criterion.</b></li> </ul>
21	2.20	Where preference is given to members of a particular faith, arrangements should be clear and it "should be sufficient to provide that the child and/or the family are practising members of the faith". (I presume that this is implicitly saying that it is good practice for faith schools not to have varying degrees of religious affiliation and commitment within their criteria).
21	2.23	Faith schools must, by law, give first priority to looked after children of the faith, but it is good practice for them to go further and give first priority to looked after children per se.
22	2.25	Gives the seal of approval to random allocation, particularly in <i>urban</i> areas.
25	2.44	Admission authorities ought to have a published policy as to how they will treat twins, triplets, etc.
25	2.45	Admission authorities must make it clear that parents can defer admission to Reception class until later in the school year or until the child reaches compulsory school age within the school year. (See paragraph 2.49 also.)

25	2.47	Schools ought not to include 'attendance at a particular nursery' as part of their admission criteria.
26	2.49	Admission authorities must make it clear that parents cannot defer admission until after the end of the school year.
30	2.75	Admission arrangements for tests must give reasonable adjustment for children with SEN and disabilities, as appropriate.
30	2.76	<b>Suggests that it is good practice for parents to be able to know the outcome of selective tests before the closing dates for applications to schools under co-ordinated schemes.</b>
32	3.4	Outlines the duty on LAs to provide a 'choice adviser' service.
32	3.6	Makes it clear that in all cases – presumably including late and casual applications – admission authorities must inform parents of the outcome in writing and right to independent appeal.
34	3.14	States that admission authorities within a coordinated scheme “must ensure that their admission arrangements do not undermine the scheme”. Presumably this could be a route for referral to the adjudicator of any LA within an inter-LA scheme that chooses to use 'first preference first' in all the schools within its area.
36	3.26	Admission authorities must consider <i>all</i> preferences, unless 'first preference first' has been adopted by all schools within an area.
37	3.32	<b>A “school or schools within an agreed equal preference scheme must not give priority to those parents who make the school their first preference”.</b>
38-39	3.41-3.45	Expands previous guidance on the admission of children who have entered the UK.
48	3.87	<b>“Waiting lists must be clear, fair and objective and must not give priority to children based on the date the application was added to a list.”</b>
52	4.5	<b>LAs must publish a notice in their local newspaper to say that they have determined their arrangements and that they are available for inspection at their offices, etc.</b>
52	4.6-4.8	<b>LAs will be obliged to refer to the Adjudicator and admission arrangements which “appear to them to be unlawful or contravene the mandatory provisions of this Code”, or risk being held accountable by the Local Government Ombudsman.</b>





Meeting:	Harrow Admissions Forum
Date:	9 October 2006
Subject:	Admissions Panel Decisions
Responsible Officer:	Geoff Wingrove
Contact Officer:	Madeleine Hitchens
Portfolio Holder:	Janet Mote
Key Decision:	No
Status:	Public

### **Section 1: Summary**

#### **FOR INFORMATION**

To note the number of cases referred to the Harrow Admissions Panel for decisions about school placement where Harrow is unable to offer a school place because there is no vacancy in any of the schools within a reasonable distance of a child's home address

#### **Reason for report**

To respond to Members' request for information about number of cases referred to the Admissions Panel.

#### **Benefits**

N/A

## **Cost of Proposals**

N/A

## **Risks**

N/A

## **Implications if recommendations rejected**

N/A

## **Section 2: Report**

### 2.1 Brief History

Details of number of referrals are attached at Appendix 1 to this report.

### 2.3 Consultation

N/A

### 2.4 Financial Implications

N/A

### 2.5 Legal Implications

N/A

### 2.6 Equalities Impact

N/A

### 2.7 Section 17 Crime and Disorder Act 1998 Considerations

N/A

## **Section 3: Supporting Information/Background Documents**

Background Documents: None.

**ADMISSIONS PANEL TOTALS - ACADEMIC YEAR 2005-6**

<b>SCHOOL</b>	<b>YR8</b>	<b>YR9</b>	<b>YR10</b>	<b>YR11</b>	<b>TOTAL</b>
Bentley Wood		<b>1</b>	<b>5</b>	<b>4</b>	<b>10</b>
Canons		<b>4</b>	<b>11</b>	<b>4</b>	<b>19</b>
Harrow			<b>17</b>	<b>2</b>	<b>19</b>
Hatch End			<b>12</b>	<b>2</b>	<b>14</b>
Nower Hill		<b>1</b>	<b>7</b>		<b>8</b>
Park		<b>2</b>	<b>5</b>	<b>4</b>	<b>11</b>
Rooks Heath			<b>18</b>	<b>1</b>	<b>19</b>
Whitmore	<b>1</b>		<b>11</b>	<b>5</b>	<b>17</b>
<b>Total</b>	<b>1</b>	<b>8</b>	<b>86</b>	<b>22</b>	<b>117</b>

**PRIMARY SCHOOL**

Whitefriars      Year 5  
1

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