



# HARROW ADMISSIONS FORUM

**MONDAY 3 NOVEMBER 2008  
5.30 PM**

**PANEL AGENDA (ADVISORY AND CONSULTATIVE)  
COMMITTEE ROOM 5,  
HARROW CIVIC CENTRE**

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

**Chairman: Reverend P Reece**

**Councillors:**

**Mrs Anjana Patel (VC)                      Bill Stephenson  
Dinesh Solanki**

**Community School Representatives:**

<b>Governor (Vacancy)</b>	<b>Primary Sue Jones</b>	<b>Secondary Janice Howkins</b>
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**Jewish School Representative:  
Mrs D Palman**

**Roman Catholic School Representative:  
Mr M Murphy**

**Church of England School Representative:  
Mrs S Hinton**

**Church of England Diocese Representative:  
Rev P Reece**

**Catholic Schools Diocese Representative:  
Mr Billiet**

**Primary Elected Parent Governor Representative:  
Mrs D Speel**

**Secondary Elected Parent Governor Representative:  
Mr R Chauhan**

**Harrow Council for Racial Equality Representative:  
Saeed Ahmad**

**Early Years Development Partnership Representative:  
Ms H Tucker**

**Children's Services Representative  
(Vacancy)**

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

**Contact: Paul Gallagher, Democratic Services Officer  
Tel: 020 8424 1265 E-mail: paul.gallagher@harrow.gov.uk**

**HARROW COUNCIL**

**HARROW ADMISSIONS FORUM**

**MONDAY 3 NOVEMBER 2008**

**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.

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

That the minutes of the meeting held on 9 July 2008 be taken as read and signed as a correct record.

5. **Matters Arising:**

To consider any matters arising from the last meeting.

6. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

7. **Petitions:**  
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).
8. **Deputations:**  
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).
- Enc. 9. **Feedback from School Admission Arrangements Working Group:**  
(Pages 5 - 18)  
Report of the Director of Schools and Children's Development.
- Enc. 10. **Office of the Schools Adjudicator Review of School Admission Arrangements:** (Pages 19 - 36)  
Report of the Director of Schools and Children's Development.
- Enc. 11. **Review of Information Request on In-year Application Form:** (Pages 37 - 48)  
Report of the Director of Schools and Children's Development.
- Enc. 12. **To Respond to a Query from an Admission Forum Member About a Child Not Allocated a Local School:** (Pages 49 - 52)  
Report of the Director of Schools and Children's Development.
13. **Any Other Business:**

**AGENDA - PART II - Nil**

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**HARROW ADMISSIONS FORUM**

**9 JULY 2008**

- |   |   |                  |                |                  |           |           |                  |
|---|---|------------------|----------------|------------------|-----------|-----------|------------------|
| Chairman:   | * Reverend P Reece (Church of England Diocese representative)   |                  |                |                  |           |           |                  |
| Councillors:  | * Mrs Anjana Patel<br>* Dinesh Solanki<br>* Bill Stephenson   |                  |                |                  |           |           |                  |
| Community School Representatives:                   | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Governor</u></td> <td style="text-align: center;"><u>Primary</u></td> <td style="text-align: center;"><u>Secondary</u></td> </tr> <tr> <td style="text-align: center;">(Vacancy)</td> <td style="text-align: center;">Sue Jones</td> <td style="text-align: center;">† Janice Howkins</td> </tr> </table> | <u>Governor</u>  | <u>Primary</u> | <u>Secondary</u> | (Vacancy) | Sue Jones | † Janice Howkins |
| <u>Governor</u>                                     | <u>Primary</u>  | <u>Secondary</u> |                |                  |           |           |                  |
| (Vacancy)   | Sue Jones   | † Janice Howkins |                |                  |           |           |                  |
| Jewish School Representative:                       | Mrs D Palman  |                  |                |                  |           |           |                  |
| Roman Catholic School Representative:               | * Mike Murphy   |                  |                |                  |           |           |                  |
| Church of England School Representative:            | * Mrs S Hinton  |                  |                |                  |           |           |                  |
| Catholic Schools Diocese Representative:            | * Mr Billiet  |                  |                |                  |           |           |                  |
| Primary Elected Parent Governor Representative:     | * Mrs D Speel   |                  |                |                  |           |           |                  |
| Secondary Elected Parent Governor Representative:   | * Mr R Chauhan  |                  |                |                  |           |           |                  |
| Harrow Council for Racial Equality Representative:  | Saeed Ahmad   |                  |                |                  |           |           |                  |
| Early Years Development Partnership Representative: | * Helena Tucker   |                  |                |                  |           |           |                  |

\* Denotes Member present  
† Denotes apologies received

[Note: Also in attendance Councillor Husain Akhtar]

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

71. **Election of Chairman:**

**RESOLVED:** That Reverend Paul Reece be appointed Chairman of the Forum for a period of one year.

[Note: The Education (Admissions Forum) (England) Regulations 2002 state that the Chairman and Vice-Chairman shall hold office until the next meeting which falls after the date which is a year after the meeting at which the Chairman or Vice-Chairman was elected, and on ceasing to hold office shall be eligible for re-election].

72. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance.

73. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

74. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present. It was agreed that a verbal report be received on the Office of Schools Adjudicator Review of Admission Arrangements and New Draft Code of Practice on Admission Arrangements as the information had been received after the despatch of the agenda.

75. **Election of Vice-Chairman:**

**RESOLVED:** That Councillor Anjana Patel be appointed Vice-Chairman of the Forum for a period of one year.

(See also note under Minute 71)

76. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 3 March 2008, be taken as read and signed as a correct record, subject to it being noted that Mrs S Hinton had submitted her apologies.

77. **Matters Arising:**

There were no matters arising.

78. **Public Questions, Petitions, Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution).

79. **Krishna-Avanti School - Admission Arrangements:**

Further to the concern expressed by the Admissions Forum, the Governors of the Krishna-Avanti School had reviewed and amended their admission arrangements. The revised arrangements and Supplementary Information Form, which were contained in the appendices to the report, were in line with the comments made by representative members of the Forum at a meeting with Nitesh Gor from the Krishna-Avanti School on 15 April 2008.

In response to a question, it was noted that informal minutes of the meeting had been taken and a copy sent to Mr Gor to ensure a correct understanding. The Krishna-Avanti School had since had a meeting of the Governing Body and formally agreed the arrangements. An officer had advised the school of the need to update its website. An officer would be assisting the school as required.

In response to a question, the Forum was advised that the five nominations from the Bhaktivedanta Manor until 2010 were to protect employees of the Temple whose children were already attending a small school there. The decision had been taken by the former Schools Organisation Committee.

A member suggested that a couple of places be made available for children who did not belong to that faith. Following discussion, it was considered that this was not appropriate for a single form entry school due to the small numbers involved but that it should be encouraged when the school moved to two forms of entry. The new Head Teacher was happy to encourage non-Hindus to apply for any vacancies.

It was noted that when the tie-breaker needed to be applied, the address on the application form was used, whereas it was normal practice to take the address where child benefit was paid.

An officer advised the Forum that its role was to ensure that the school met the Code of Practice. The actual arrangements were the responsibility of the Governing Body.

**RESOLVED:** That the Forum agree the revised admission arrangements for the Krishna-Avanti School.

80. **Strategic Reference Group - School Organisation Admissions Focus Group Update:**

The Forum received a report on the work of the Admissions Focus Group established by the Harrow Admissions Forum to review admission arrangements to reflect Harrow's change in the age of transfer from 12+ to 11+.

The Vice-Chairman and Portfolio Holder for Schools and Children's Development stated that the arrangements had been thoroughly discussed by the Focus Group and that comments were sought from the Forum. It was noted that representatives from the Forum were amongst the membership of the Focus Group.

The Roman Catholic School representative drew attention to a situation whereby children in Catholic Schools could be disadvantaged, should Harrow decide to continue

with linked schools. This was due to the possibility that a child from a Catholic Primary School who did not gain a place at the Catholic Senior School might not then gain a place at a local linked school. The Portfolio Holder for Schools and Children's Development undertook to take this into consideration.

The Chairman stated that the London Diocesan Board was concerned at the difficulty of achieving a balance so there was perceived fairness and equity across the borough when a system whereby some schools had dual links prevented children from a sole link school from a denomination gaining a place at the local school.

A member of the Forum stated that it had been agreed that St John's situation would be considered when reviewing the admission rules to try to achieve the correct balance. It was also pointed out that discussion on the possibility of a link for denominational schools should have regard to the effect on pupils attending the school from outside Harrow.

The officer stated that it was hoped that the Voluntary Aided Sector would raise their concerns during the early soundings exercise currently taking place. The outcomes of this would be used to develop a set of proposals for formal consultation during the autumn.

The Forum was informed that as a result of Harrow adopting the 11+ age of transfer, all schools would become part of the co-ordinated admission arrangements across London. The 11+ transfer application form would enable parents to list six schools. This would include schools from both within and outside Harrow. In the transitional year pupils entering year 8 would be able to choose eight schools. Members of the Forum were encouraged to alert the Place Planning and Admissions section of any issues as soon as possible and to disseminate information to their Groups in order to ensure that responses were submitted.

**RESOLVED:** That the information be noted.

81. **Office of Schools Adjudicator Review of Admission Arrangements:**  
The Manager, Place Planning and Admissions, informed the Forum that the Secretary of State for Children, Schools and Families had instructed the Office of the Schools Adjudicator to examine admission arrangements throughout the country. As a result of the Adjudicator suggesting the inclusion of default definitions, Harrow would probably be making some minor adjustment to the definitions which were part of the admission arrangements and would include a default definition for any school where no definition had been given.

Attention was drawn to the proposed changes in definition which would be conveyed to schools.

**RESOLVED:** That the information be noted.

82. **New Draft Code of Practice on Admission Arrangements:**  
The Forum was advised of the new Draft Code of Practice which would apply to admission arrangements from 2010. The new Code would introduce a statutory timetable for consultation of at least 8 weeks between 1 December to 1 March each year.

It was agreed that, in order for the consultation on admission arrangements not to impact on the consultation on the proposals for the reorganisation of schools which was taking place 8 September to 5 December 2008, consultation on admission arrangements would take place from 8 December 2008 to 13 February 2009.

**RESOLVED:** That the information be noted.

83. **Date of Next Meeting:**

**RESOLVED:** That the date of the next meeting be 6.00 pm on Monday 6 October 2008.

(Note: The meeting having commenced at 7.00 pm, closed at 8.05 pm)

(Signed) REVEREND P REECE  
Chairman

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Meeting:	Harrow Admissions Forum
Date:	3 November 2008
Subject:	Feedback from School Admission Arrangements Working Group
Key Decision: (Executive-side only)	No
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	Appendix 1 – Revised high school links Model A, Model B, Model C

### **Section 1: Summary**

## **Section 1 – Summary and Recommendations**

### ***Recommendations:***

To note and comment on the work of the School Admission Arrangements Working Group reviewing high school oversubscription criteria.

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## SECTION 2 - REPORT

### Background

At the last meeting of the Harrow Admissions Forum (HAF), members received a report updating them on the work of the Stakeholder Reference Group, which was looking at a number of issues around school organisation. Forum Members were informed about an “early soundings” exercise to get initial views on high school admission arrangements

The outcome of this exercise was that 634 responses were received. This was lower than may have been expected but this is probably because no specific proposals were made. Also the results are somewhat skewed by the fact that there were no responses at all from some schools, whilst one school had 148 responses.

The overall response was as follows:

	Number	As a percentage of total responses
Number in favour of distance from home to school	357	57.3%
Number against using distance from home to school	172	27.1%
Number in favour of linked schools	393	62.0%
Number against using linked schools	152	24.0%
Number who would still want links even if they changed	258	40.7%
Number who would only want links if they stayed the same	289	45.6%

This demonstrated that a small number of respondees supported link high schools (ie 4.7%) over distance from home to school. This reduced considerably when the number who would only support link schools if they stayed the same is taken into consideration (ie 45.6% of respondees want the current links to stay the same). Individual responses indicated that support for linked school arrangements is only as strong as parental perception of the linked high school. Where the linked school is deemed by parents to be a school that is achieving well, then linked school arrangements are supported. Where parents' view of the linked school is not so positive, they were more likely to support distance.

The HAF agreed to establish a Working Party to oversee a review of high school admission arrangements and to make recommendations for options for consultation.

## Developing models

### **DISTANCE**

The Working Party were presented with information showing the outcome of the 2008 12+ transfer using distance rather than linked schools to allocate places. This showed relatively little impact on the number of successful first preference applications ie 1556 with linked schools and 1549 with distance (just over 1%).

What was shown was that 106 pupils (6%) who would have been offered the linked school using links, would not have been offered places if distance were used.

<b>DIFFERENCE</b>			
		<b>Linked school</b>	<b>Distance</b>
<b>Hatch End</b>		<b>6</b>	<b>-6</b>
<b>Nower Hill</b>		<b>30</b>	<b>-30</b>
<b>Park</b>		<b>32</b>	<b>-32</b>
<b>Whitmore</b>		<b>37</b>	<b>-37</b>

The Working Party were also presented with anonymised information about each of these pupils and were able to see that in many cases, the pupil concerned had been offered a more local (and in some case a higher preference) school.

Working Party Members discussed using distance as the main criterion for allocating places and felt that there were advantages and disadvantages but that this needed to be balanced against a revised linked school system.

### **LINKED SCHOOLS**

Members of the Working Party requested that a revised linked school model be developed using the following underlying principles:

- Distance in a straight line from the main gate of the primary school to the main gate of the high school
- Matching the potential intake from linked primary schools to the high school's planned admission number
- Minimising change to current links.

At their meeting on 17 September the Working Party were presented with three different link models A, B and C (see Appendix 1). All the models show the: planned admissions numbers, linked primary schools, distance of these schools from the secondary schools and the maximum potential intake. An additional version included the VA schools

The Working Party members discussed the models and felt that they were still not balanced and needed to have a clear rationale on how the link schools should be arranged if the linked school system were to be maintained. As there were some talks on retaining dual links the Members felt more input was needed from primary and secondary headteachers across the borough. Members favoured Models A and B as possible versions to present to the Stakeholder Reference Group (SRG).

## **Rationale for retaining links**

### **Primary Heads**

- Feedback from primary heads was that links supported curriculum continuity and provided a level of security for parents and children moving through the sectors.
- If it is decided to move to 11+ transfer when Key Stage 3 will take place in the high schools, then there was a question about whether curriculum links were still as important.
- Primary Heads were unanimous in their view that dual links were unfair.
- There were two opposing views about the benefits of linked school arrangements for admissions purposes. Schools that felt they benefitted from the link to their particular high school were in favour of retaining links. Where the link was not perceived to be beneficial, links were not supported. Some headteachers felt links had a detrimental effect because of parents' perception of the linked high school.
- It was felt the Models that included faith schools as part of the linked school system was not appropriate.
- Concern was raised about Elmgrove School and the impact of a change of links on those children with a physical disability. If the link changes then most children from Elmgrove would not get a place at Whitmore School. It was felt this meant children with a physical disability would be excluded from attending schools with their peers.
- Primary Heads felt distance from home to school was a sensible option to be considered as it is easy for parents to understand and should be included as part of the consultation.

Primary Heads supported consulting on:

1. Distance
2. Model B (with no dual links)

### **Secondary Heads**

All High School Headteachers supported the view of "every high school a good school" and felt that work needed to be done to change perceptions of some schools. There was a unanimous view that schools with high mobility were not perceived as being good schools. Heads felt this raised the question of where Harrow Council stood on this issue. There was overall support from high schools that a strategic response was needed to address the issue of mobility.

Generally, there were a range of views from High School Headteachers.

- There were questions of whether the Year 6 numbers as shown in the Models were reflective of the actual numbers that will apply in 2010.
- None of the Models were favoured. Heads felt linked schools should reflect proximity between primary and high schools, consistency and fair distribution.
- Linked schools do not address the issue of high mobility.
- Work was needed on addressing parental perception of schools.
- There was some reluctance to lose cluster working arrangements (although it was acknowledged that these could continue whether or not linked school arrangements were retained).
- Where they work well and are perceived to do so then heads were supportive of continuing with linked school arrangements.

Secondary Heads supported consulting on:

1. Distance
2. A model (yet to be developed) of links without VA schools.

The Working Group was advised that the Council had sought independent legal advice on the current oversubscription criteria for high schools and were provided with initial legal comments on the lawfulness of “linked” schools as follows:

The COP on Admissions (para 2.66) makes it clear that feeder schools can be an appropriate and lawful oversubscription criterion

Whilst the Code states giving priority to children from feeder schools is in principle an acceptable way of dealing with oversubscription, the principle is heavily caveated.

Dual links

Advice is that dual links are likely to be considered highly unfair by the Schools Adjudicator. Strongly recommend dual links are not kept.

The Working Group discussed the difficulty of finding a linked school system that will meet the requirements of the COP, reflect developments over future years and that will be sufficiently stable to meet any challenges.

The primary and secondary heads’ representatives agreed to take the legal advice back to their respective groups to consider whether it is possible to develop a linked school model which meets all the legal requirements of the COP and responds to headteachers’ concerns

### **Further feedback from primary school headteachers**

It was reported that 14 responses had been received from primary headteachers.

- 12 were in favour of using distance as the main determinant for high school oversubscription.
- Two were in favour of retaining links.

Primary headteachers expressed concern about the need to constantly review links and the instability this brought to the system.

The issue of physically disabled pupils at Elmgrove was also raised.

### **Further feedback from high school headteachers**

Whilst there are 10 high schools in Harrow, it was pointed out that only 7 are impacted by link arrangements. Only two heads responded to the issues raised by the legal advice that had been given at the last meeting.

- One headteacher felt that distance was the fairest means of allocating places.
- One headteacher queried whether it was possible to develop a model that met all the criteria as set out in the legal advice.

## **Working Party discussion**

If links are legally challengeable, it was questioned as to whether there is any real option to have links as an oversubscription criterion.

The main issue with links is whether it is possible to develop a model that can achieve equity and fairness.

It was felt that the same rigour regarding legal challenge was not directed at using distance, yet the outcome could be similar as only children who lived in “advantaged” areas could access the schools in those areas.

The high school heads were clear that they did not support any of the proposed models. They felt they were all unfair, did not promote equity nor did they address the main issue of mobility.

Links were seen to support a cohort of children moving from sector to sector.

## **Next steps**

- To seek further legal advice on how we develop a links model that meets the requirements of the COP, current legal advice, would mean that Harrow wasn't liable to legal challenge and would be sufficiently robust to meet the challenge of change (ie new housing developments, expansion/contraction of school population, etc.).
- To seek legal advice on Models A and B to find out if these could meet the national guidelines

## **CONSULTATION**

A new statutory timetable for consultation on admissions arrangements has been introduced for the 2010-11 academic year. Consultation must take place between 1 December 2008 and 1 March 2009 and must last for at least eight weeks.

Statutory consultation on the proposals to change the age of transfer and reorganise schools to infant, junior, primary and secondary schools, which were agreed by cabinet on 19 June 2008, will be undertaken from 8 September to 5 December 2008. This means consultation on admission arrangements will start after the statutory consultation has finished and take place between 8 December 2008 and 13 February 2009. It was felt that:

- a) Separating the two consultations would be less confusing for schools and parents.
- b) Any proposed changes to the admission rules would not impact on the proposals to change the organisation of schools with it consequent effect on the age of transfer.
- c) Two consultations meet the concerns of headteachers about the need for the two issues to be dealt with separately.

## Financial Implications

There are no financial implications arising from this report.

## Performance Issues

There are no performance issues arising from this report.

## Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 22 October 2008		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 24 October 2008		

## **Section 4 - Contact Details and Background Papers**

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

Background Papers: N/A:



REVISED HIGH SCHOOL LINKS

MODEL A

MODEL B

MODEL C

**MODEL A (Without VA schools)**

High school	PAN	Linked primary schools	PAN	Distance school→ school	Maximum potential intake	Yr6* on roll
<b>Canons</b>	<b>180</b>	Aylward	60	<b>1.335</b>	<b>270</b>	68
		Little Stanmore	30	<b>0.285</b>		37
		Stag Lane	90	<b>0.304</b>		88
		Whitchurch	90	<b>0.867</b>		89
						<b>282</b>
<b>Harrow</b>	<b>180</b>	Elmgrove	82	<b>0.637</b>	<b>262</b>	81
		Glebe	60	<b>0.662</b>		51
		Marlborough	60	<b>0.835</b>		60
		Norbury	60	<b>0.546</b>		58
						<b>250</b>
<b>Hatch End</b>	<b>300</b>	Cedars	60	<b>0.288</b>	<b>270</b>	76
		Grimsdyke	60	<b>0.817</b>		60
		Weald	90	<b>1.108</b>		90
		Whitefriars	60	<b>1.003</b>		54
						<b>280</b>
<b>Nower Hill</b>	<b>300</b>	Cannon Lane	90	<b>1.299</b>	<b>330</b>	90
		Pinner Park	90	<b>0.425</b>		90
		Pinner Wood	60	<b>1.591</b>		64
		West Lodge	90	<b>0.977</b>		89
						<b>333</b>
<b>Park</b>	<b>300</b>	Belmont	60	<b>1.112</b>	<b>330</b>	60
		Kenmore Park	90	<b>0.489</b>		90
		Priestmead	90	<b>0.629</b>		93
		Stanburn	90	<b>0.493</b>		89
						<b>332</b>
<b>Rooks Heath</b>	<b>270</b>	Earlsmead	60	<b>0.377</b>	<b>330</b>	55
		Newton Farm	30	<b>0.427</b>		30
		Roxbourne	90	<b>0.705</b>		84
		Roxeth Manor	90	<b>0.068</b>		81
		Welldon Park	60	<b>0.632</b>		59
						<b>309</b>
<b>Whitmore</b>	<b>270</b>	Grange	60	<b>0.347</b>	<b>266</b>	82
		Longfield	90	<b>0.933</b>		89
		Roxeth	56	<b>0.475</b>		54
		Vaughan	60	<b>0.573</b>		59
						<b>284</b>

OR

<b>Rooks Heath</b>	<b>270</b>	Earlsmead	60	<b>0.377</b>	<b>300</b>	55
		Roxbourne	90	<b>0.427</b>		84
		Roxeth Manor	90	<b>0.705</b>		81
		Welldon Park	60	<b>0.068</b>		69
						<b>289</b>
<b>Whitmore</b>	<b>270</b>	Grange	60	<b>0.347</b>	<b>296</b>	82
		Longfield	90	<b>0.933</b>		89
		Newton Farm	30	<b>1.053</b>		30
		Roxeth	56	<b>0.475</b>		54
		Vaughan	60	<b>0.573</b>		59
						<b>314</b>

\*MAY 2008 CENSUS

**MODEL B (Without VA schools)**

High school	PAN	Linked primary schools	PAN	Distance	Maximum potential intake	Yr6 on roll
<b>Canons</b>	<b>180</b>	Aylward	60	<b>1.335</b>	<b>240</b>	68
		Glebe	60	<b>0.716</b>		51
		Little Stanmore	30	<b>0.285</b>		37
		Stag Lane	90	<b>0.304</b>		88
Harrow	180	Belmont	60	<b>1.287</b>	202	60
		Elmgrove	82	<b>0.637</b>		81
		Norbury	60	<b>0.546</b>		58
Hatch End	300	Cedars	60	<b>0.288</b>	330	76
		Grimsdyke	60	<b>0.817</b>		60
		Marlborough	60	<b>0.835</b>		60
		Weald	90	<b>1.108</b>		90
		Whitefriars	60	<b>1.003</b>		54
Nower Hill	300	Cannon Lane	90	<b>1.299</b>	330	90
		Pinner Park	90	<b>0.425</b>		90
		Pinner Wood	60	<b>1.591</b>		64
		West Lodge	90	<b>0.977</b>		89
Park	300	Kenmore Park	90	<b>0.489</b>	360	90
		Priestmead	90	<b>0.629</b>		93
		Stanburn	90	<b>0.493</b>		89
		Whitchurch	90	<b>0.505</b>		89
Rooks Heath	270	Earlsmead	60	<b>0.377</b>	330	55
		Newton Farm	30	<b>0.427</b>		30
		Roxbourne	90	<b>0.705</b>		84
		Roxeth Manor	90	<b>0.068</b>		81
		Welldon Park	60	<b>0.632</b>		59
Whitmore	270	Grange	60	<b>0.347</b>	266	82
		Longfield	90	<b>0.933</b>		89
		Roxeth	56	<b>0.475</b>		54
		Vaughan	60	<b>0.573</b>		59

OR

<b>Rooks Heath</b>	<b>270</b>	Earlsmead	60	<b>0.377</b>	<b>300</b>	55
		Roxbourne	90	<b>0.705</b>		84
		Roxeth Manor	90	<b>0.068</b>		81
		Welldon Park	60	<b>0.632</b>		59
<b>Whitmore</b>	<b>270</b>	Grange	60	<b>0.347</b>	<b>296</b>	82
		Longfield	90	<b>0.933</b>		89
		Newton Farm	30	<b>1.053</b>		30
		Roxeth	56	<b>0.475</b>		54
		Vaughan	60	<b>0.573</b>		59

**MODEL C (without VA Schools)**

High school	PAN	Linked primary schools	PAN	Distance	Maximum potential intake
<b>Canons</b>	<b>180</b>	Aylward	60	<b>1.335</b>	<b>180</b>
		Little Stanmore	30	<b>0.285</b>	
		Stag Lane	90	<b>0.304</b>	
<b>Harrow</b>	<b>180</b>	Belmont	60	<b>1.287</b>	<b>262</b>
		Elmgrove	82	<b>0.637</b>	
		Glebe	60	<b>1.548</b>	
		Norbury	60	<b>0.546</b>	
<b>Hatch End</b>	<b>300</b>	Cedars	60	<b>0.288</b>	<b>330</b>
		Grimsdyke	60	<b>0.817</b>	
		Marlborough	60	<b>0.835</b>	
		Weald	90	<b>1.108</b>	
		Whitefriars	60	<b>1.003</b>	
<b>Nower Hill</b>	<b>300</b>	Cannon Lane	90	<b>1.299</b>	<b>330</b>
		Pinner Park	90	<b>0.425</b>	
		Pinner Wood	60	<b>1.591</b>	
		West Lodge	90	<b>0.977</b>	
<b>Park</b>	<b>300</b>	Kenmore Park	90	<b>0.489</b>	<b>360</b>
		Priestmead	90	<b>0.629</b>	
		Stanburn	90	<b>0.493</b>	
		Whitchurch	90	<b>0.505</b>	
<b>Rooks Heath</b>	<b>270</b>	Earlsmead	60	<b>0.377</b>	<b>330</b>
		Newton Farm	30	<b>0.427</b>	
		Roxbourne	90	<b>0.705</b>	
		Roxeth Manor	90	<b>0.068</b>	
		Welldon Park	60	<b>0.632</b>	
<b>Whitmore</b>	<b>270</b>	Grange	60	<b>0.347</b>	<b>266</b>
		Longfield	90	<b>0.933</b>	
		Roxeth	56	<b>0.475</b>	
		Vaughan	60	<b>0.573</b>	

OR

<b>Rooks Heath</b>	<b>270</b>	Earlsmead	60	<b>0.377</b>	<b>300</b>
		Roxbourne	90	<b>0.705</b>	
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		Welldon Park	60	<b>0.632</b>	
<b>Whitmore</b>	<b>270</b>	Grange	60	<b>0.347</b>	<b>296</b>
		Longfield	90	<b>0.933</b>	
		Newton Farm	30	<b>1.053</b>	
		Roxeth	56	<b>0.475</b>	
		Vaughan	60	<b>0.573</b>	



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Meeting:	Harrow Admissions Forum
Date:	3 November 2008
Subject:	Office of the Schools Adjudicator review of school admission arrangements
Key Decision: (Executive-side only)	No
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	Appendix 1(A)-Letter from OSA Appendix 1(B)-Definitions Appendix 1(C)-Report from the OSA Appendix 2 - Letter to VA schools Appendix 3 - Returned pro-forma to OSA Appendix 4 - Compliance exercise – Proforma

### **Section 1: Summary**

## **Section 1 – Summary and Recommendations**

### ***Recommendations:***

To note and comment on the review by the Office of the Schools Adjudicator on

## **SECTION 2 - REPORT**

### **Background**

At meeting on 9 July 2007, Members of the Harrow Admissions Forum were informed that the Secretary of State for Children Schools and Families had asked the Office of the Schools Adjudicator (OSA) to scrutinise all admission arrangements. On 15 August 2008 Harrow received a letter (see Appendix 1(A)), details of suggested default definitions (see Appendix 1(B)) and a report from the OSA covering community and voluntary aided schools admission arrangements (see Appendix 1(C) ).

A number of admission arrangements, including those for Harrow community schools were deemed to have breaches of a technical nature that needed to be addressed as follows:

### **COMMUNITY SCHOOL ADMISSION ARRANGMENTS**

1. Throughout the document children with statements naming a school are placed after those in public care. This is incorrect. Children with a statement of special educational needs must be admitted to a school whether the school has places are not. They are not within the oversubscription criteria. See section 324 of the Education Act 1996.
2. The document deals with places in community middle schools at page 8. It places "Children attending the linked first school" ahead of children in care and those with statements. It is not possible to give priority to any other children above those in public care. See the Education (Looked After Children) (Education) Regulations 2006. Children with a statement of special educational needs must be admitted to a school whether the school has places are not. They are not within the oversubscription criteria. See section 324 of the Education Act 1996.

As the Primary and Secondary booklets had not been printed, it was possible to include these two changes in the booklets for the 2009/10 academic year.

### **VOLUNTARY AIDED SCHOOLS**

Appendix 1(B) gives full details of the concerns raised by the OSA. Appendix 2 is a copy of the letter sent to all voluntary aided schools asking them to respond to the issues raised by the OSA. Appendix 3 is the report returned to the OSA showing that action was taken. A copy of this letter was sent to the relevant faith provider.



Voluntary aided (VA) schools have been asked to provide a copy of their revised admission arrangements once ratified by the Governing Body.

A system has also been put in place between the VA schools and the local authority to ensure that parents who have applied for VA schools receive a copy of the revised admission arrangements.

### **Financial Implications**

There are no financial implications arising from this report.

### **Performance Issues**

There are no performance issues arising from this report.

### **Section 3 - Statutory Officer Clearance**

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 22 October 2008		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 24 October 2008		

### **Section 4 - Contact Details and Background Papers**

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

Background Papers: N/A:

Madeleine Hitchins  
London Borough of Harrow  
Civic Centre  
PO Box 57, Station Road  
Harrow, HA1 2XF

15 August 2008

## Admission Code Compliance Exercise

Dear Ms Hitchins

I attach a report on the contraventions to the Admissions Code found in the **sample** of schools checked in your area. We hope you will find it helpful.

As you will know the timescale for this exercise has been very tight for everyone involved and it has overlapped both with school holidays and with local authorities work on finalising their admissions booklets for parents. To minimise further delays we've had to reduce the amount of time we spend checking reports and consequently you may find that they contain errors. Please accept our apologies for these. That said, local authorities must ensure that arrangements for all schools in their area comply with the law and the mandatory requirements of the Code. Where the report raises issues with faith schools we are however assuming that the church authorities will take the lead in dealing with these and that local authorities will pursue all others. We hope that local and church authorities will do the following:

1. The local authority and the church authorities should check through the report and decide whether or not they agree with each of the points made. If there is disagreement please contact Alison Ellsworth (e-mail [alison.ellsworth@dcsf.gsi.gov.uk](mailto:alison.ellsworth@dcsf.gsi.gov.uk)) who will either deal with the matter or refer it to June Brown, the adjudicator overseeing the exercise. You may come across instances where we mention a particular fault at one school but not at another. Please accept our apologies if you find such examples and ensure that these 'missed schools' also make the required changes.

2. In September, the local authority (for community, foundation and voluntary controlled schools) or the relevant church authority (for faith schools) should write an e-mail to each school identified saying that their admission arrangements have been scrutinised by lawyers and there is a small but important drafting change required. The e-mail should:

- spell out the change required.
- suggest that, in the vast majority of cases, all that is needed is the agreement of the head and the chair of governors to the change. The next regular governors meeting or meeting of a sub-committee should note the change.
- say that it will be assumed the change has been made unless the school wants to question it.

3. In a very few more complex cases it may be necessary to discuss the points raised in the report directly with the schools.

4. Across local authorities generally, many of the faults found have concerned the lack of an adequate definition. If this is a problem in your authority we suggest you include "default definitions" in the booklet for parents saying that these should be used where schools do not themselves define the terms. We attach example definitions that might be of use. Authorities should also make sure that the booklet says somewhere that arrangements may be amended. Most of these amendments will be technical but parents should check on the web site just before they apply if they want to see the final version.

5. Where a school refuses to make a change, the local authority **must** and the Diocese **should** object to the adjudicator.

6. Sir Philip Hunter will write formally to all local authority Director of Children's Services and the national Church Authorities in September asking them for a list of schools where a mandatory contravention has been drawn to their attention and it has not been corrected or objected to.

Yours sincerely

Alison Ellsworth  
Office of the Schools Adjudicator  
Tel: 01325 391029

## Definitions

### Passage that may be included in Local Authority booklets

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

#### Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

#### Distance

Distance will be measured [in a straight line/by the shortest walking route] from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], [with those living closer to the school receiving the higher priority].

#### Additional/supplementary forms

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

#### Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

**HARROW COUNCIL, LONDON**

A general note on SIFs. Schools must not collect information through the admissions process that is not directly relevant to the application of their oversubscription criteria. For faith schools, forms that are returned to the school from the priest/minister must contain only information required by the school to administer its criteria (Para 1.73). Forms completed by parents to enable the priest/minister to supply the school with the necessary reference or information are not covered by the Code and can therefore include whatever questions it is believed will be helpful to the priest/minister.

**COMMUNITY SCHOOL ADMISSION ARRANGMENTS**

1. Throughout the document children with statements naming a school are placed after those in public care. This is incorrect. Children with a statement of special educational needs must be admitted to a school whether the school has places are not. They are not within the oversubscription criteria. See section 324 of the Education Act 1996.
2. The document deals with places in community middle schools at page 8. It places “Children attending the linked first school” ahead of children in care and those with statements. It is not possible to give priority to any other children above those in public care. See the Education (Looked After Children) (Education) Regulations 2006. Children with a statement of special educational needs must be admitted to a school whether the school has places are not. They are not within the oversubscription criteria. See section 324 of the Education Act 1996.

**MORIAH JEWISH SCHOOL**

1. Children with statements naming a school are placed after those in public care. This is incorrect. Children with a statement of special educational needs must be admitted to a school whether the school has places are not. They are not within the oversubscription criteria. See section 324 of the Education Act 1996.
2. The school’s additional information form is deemed to be compulsory. Such forms cannot be compulsory though parents should be advised that failure to fill in the form may mean that their child is not placed in the correct oversubscription criteria.

## **KRISHNA-AVANTI PRIMARY SCHOOL**

1. Children with statements naming a school are placed after those in public care. This is incorrect. Children with a statement of special educational needs must be admitted to a school whether the school has places or not. They are not within the oversubscription criteria. See section 324 of the Education Act 1996.
2. The fourth category is as follows, “Five nominations by Bhaktivedanta Manor, Hilfield Land, WD25 8EZ of practising Hindu families for admissions in 2008, 2009 and 2010.” From a search on the internet this appears to be the ‘International Centre for Krishna Consciousness’. This is vulnerable to parental challenge as nowhere within the document is it made clear how an applicant would be nominated. Places at a school are not given on the basis of subjective nomination. See the Code at 1.65 b).
3. The school states that it welcomes applications from non Hindus but then says “opening admissions to non Hindu faith based applicants at this early stage has been viewed as inappropriate.” This should be removed, it is discriminatory. If the school were to be undersubscribed non Hindu applicants would have to be accepted.
4. The school’s additional information form is deemed to be compulsory. Such forms cannot be compulsory though parents should be advised that failure to fill in the form may mean that their child is not placed in the correct oversubscription criteria.

## **ST. ANSELM’S CATHOLIC PRIMARY SCHOOL, HARROW-ON-THE-HILL**

1. The school’s additional information form is deemed to be compulsory. Such forms cannot be compulsory though parents should be advised that failure to fill in the form may mean that their child is not placed in the correct oversubscription criteria.

## **ST. BERNADETTE’S CATHOLIC PRIMARY SCHOOL**

1. It is not possible to allow the Governors to have discretion over an applicant that “are considered by the Governors to merit special consideration” separate from the oversubscription criteria. If the governors wish to give priority to such applicants the relevant statement must be included in the criteria.
2. There is no oversubscription criteria relevant to the previous playgroup/nursery attended. This must therefore be removed from the SIF, see the Code at 1.73.

3. There is not allowed to be a section dated “Additional information in support of this application.” This allows for subjective determination, prohibited by the Code at 1.65.

### **ST. GEORGE’S RC SCHOOL**

1. It is not possible to place members of an Eastern Church ahead of looked after children who are not Roman Catholic. See the Education (Looked After Children) (England) Regulations 2006.
2. It is not possible to allow the Governing Body to increase the priority of an application from a Catholic family where evidence is provided of a compassionate need of a child. Subjective decisions such as these are not allowed by the Code; see 1.65.

### **ST. JOHN FISHER CATHOLIC FIRST AND MIDDLE SCHOOL**

1. The school’s additional information form is deemed to be compulsory. Such forms cannot be compulsory though parents should be advised that failure to fill in the form may mean that their child is not placed in the correct oversubscription criteria.
2. The section on the supplementary form asks for brothers and sisters and a place to tick if they attend the St. John Fisher School. This is not allowed. Other children are only relevant if they will be attending the same school at the time of the applicant child; see the Code at 2.13 h).
3. It is not possible to allow parents to write a letter outlining any special needs that should be considered, children with a statement of special educational needs are separate to the application process and all other exceptional needs must be supported by professional evidence. See the Code at 2.26. Letters from parents asking for their child to be admitted are not allowed.

### **ST. JOSEPH’S PRIMARY SCHOOL, HARROW**

1. The school’s additional information form is deemed to be compulsory. Such forms cannot be compulsory though parents should be advised that failure to fill in the form may mean that their child is not placed in the correct oversubscription criteria.
2. The distance tie breaker is in breach of the Code at 2.32 as no specific measuring points are used.

3. It is not possible to ask for a parent's work telephone number. See the Code at 1.71 a).
4. It is not allowed to ask for details of previous school, nursery or playgroup as this is not relevant to any oversubscription criteria. See the Code at 1.73.

### **ST. TERESA'S RC FIRST AND MIDDLE SCHOOL**

1. The distance tie breaker is in breach of the Code at 2.32 as no specific measuring points are used.
2. The school's additional information form is deemed to be compulsory. Such forms cannot be compulsory though parents should be advised that failure to fill in the form may mean that their child is not placed in the correct oversubscription criteria.
3. It is not possible to allow the Governors to have discretion over an applicant that "are considered by the Governors to merit special consideration" separate from the oversubscription criteria. If the governors wish to give priority to such applicants the relevant statement must be included in the criteria
4. The supplementary form asks for the following information, all of which is entirely unrelated to any oversubscription criteria and should therefore be removed as per the Code at 1.73;
  - a. Work telephone number
  - b. Position of the child in the family
  - c. Place of birth of the child
  - d. Any other relevant information, previous school, previous address
5. Brothers and sisters in the school can only be relevant if they will still be attending at the same time as the applicant child, see the Code at 2.13 h).

### **ST. JOHN'S CHURCH OF ENGLAND SCHOOL, MIDDLESEX**

1. It is not allowed to give priority 'within a category' to looked after children. These children must be given top priority. See the Education (Looked After Children) (England) Regulations 2006. It must be made explicit in this policy that these children get priority over all others. The only distinction that can be made is to give priority to looked after children of the Church of England faith.
2. It is not possible to ask where within the family the child is placed in terms of siblings or whether they are the oldest or youngest. It is not relevant to any oversubscription criteria. See the Code at 1.73.



3. Names of other siblings in the school are only relevant if they will still be in the school at the time of admission of the applicant child. See the Code at 2.13 h). This should be made explicit.
4. Please remove the enquiries as to what playgroup/school/nursery the child is currently attending. This is not relevant to any oversubscription criteria, see the Code at 1.73.
5. It is not allowed to ask whether the child has any physical, emotional, social or medical needs. Such needs would have to be validated by a professional, see the Code at 2.26 and not by a supplementary sheet attached by the parent.
6. There is a total prohibition in the Code concerning any financial contribution to the school. It is not allowed to ask a parent to sign to say, "I understand that I shall be asked to contribute to Governor's Maintenance & Insurance Costs." No place at a school can ever be allocated on the understanding that there is a financial commitment. This must be removed. See the Code at 1.82.

### **THE SACRED HEART LANGUAGE COLLEGE**

1. It is not allowed to ask the parents to "add any comments that you may wish to make in support of you application" or "Please say why you wish your daughter to attend a Catholic school?" or leave a space "for any information which you think might be helpful in considering the application for a place." It is the oversubscription criteria only that must apply. Subjective decisions are not allowed, see the Code at 1.65. Any additional information supplied by the parents could only be interpreted subjectively.
2. It is not allowed to ask for details of the child's present school as this is not relevant to any of the oversubscription criteria, see the Code at 1.73.
3. It is only allowed to ask for details of sisters attending the school if they will still be in the school at the time of admission of the younger child. This must be made explicit. See the Code at 2.13 h).

**LETTER FROM HARROW LA TO VA SCHOOLS**

Governor (Admissions)  
Chair of Governors  
Headteacher

2 October 2008

Dear Colleagues

**Office of the Schools Adjudicator –Compliance of school admission arrangements**

By now you should have been contacted by the appropriate religious authority about the exercise recently undertaken by the Office of the Schools Adjudicator (OSA) to ensure that your admission arrangements are compliant with the Code of Practice.

XXX issues have been identified by the OSA about the admission arrangements for your school. The local authority has been asked to check that the necessary steps have been taken to address these issues. I enclose details of the issues identified by the OSA for your school and would request confirmation of how these have been addressed, so that I can inform the OSA accordingly.

Regrettably, we have only been given until 10 October 2008 to respond. I appreciate that this is very tight but would ask for your co-operation so that we can assure the Chief Adjudicator that all our schools are compliant before he reports to the Secretary of State.

Many thanks for your help and co-operation.

Yours sincerely

Madeleine Hitchens  
Manager, Place Planning & Admissions Service

Tel: 020 8424 1398  
Fax: 020 8427 0810

**Admission Arrangements Compliance Exercise**

In March this year, I was asked by the Secretary of State to report to him on the compliance of school admission arrangements with the mandatory requirements of the School Admission Code and related statutes. The purpose of this letter is to inform you of the progress of the project and to ask how you have dealt with the advice we have given you.

I first want to say how grateful I have been for the support provided by officers from local and faith authorities. It cannot have been easy for them to deal with some of the points we have put to you. The Code is a clear and useful document that has the support of all political parties, parliament, local government and the churches but it is written in plain English, not in the precise language usually used for statutory documents. I employed very able lawyers who provided the advice we sent to you. I am not surprised that they uncovered so many technical, interpretational and administrative issues that need attention. Indeed, they have asked me to stress that they were aware that not all of them interpreted some parts of the Code in exactly the same way. Our reports to you were not instructions. They were advice to assist you in carrying out the duties laid upon you by the Code and the Acts. I have received many comments on how helpful many of your officers have found most of the reports and I hope we have been able to deal with the questions that other officers have raised. I should emphasise that I believe that the points we identified arose from administrative and technical reasons, not from wilful disregard of the Code.

As you will have seen from the reports, over half of the issues raised were on technical matters – definitions of parents, siblings, distance and so on. I know that most local authorities have followed my advice and included “default” definitions in the booklets. Governors should note these at their next meetings. I have suggested that the Department should publish some national definitions for the next round of admissions. I am confident that these measures will allow me to report to the Secretary of State that these issues have been properly dealt with.

Of the other issues identified, about half concerned Supplementary Information Forms. Almost all of these arose simply because schools had failed to bring their forms up to date or because they asked questions that would be legitimate for the parents of children already in school but are not appropriate at the admission stage. I know the faith authorities are working on these with schools and I hope that all those problems we identified will be dealt with. For the longer term, many authorities are drawing up model Supplementary Information Forms and I hope schools can be encouraged to use them.

There were some 800 more serious problems. These included some arrangements that did not give priority to children in care, gave priority to children not in school at the time of enrolment and gave priority to applicants who listed the school as their first choice. Again these should easily be corrected and I hope that local authorities are doing so. I have suggested the Department constructs an on-line “admission arrangement builder” of the kind that they have provided for dealing with notices for statutory proposals.

The next stage is for me to check that the necessary steps have been taken to address the issues identified in our reports. I attach a proforma setting out the number of issues we brought to your attention in the three categories listed above. A copy of the attached proforma has also been sent electronically to your authority’s school admissions team for completion. I would be grateful if you would indicate how many of these points have been addressed to your satisfaction and list the schools where you believe there are outstanding matters to deal with.

Yours sincerely

Philip Hunter  
Chief Adjudicator

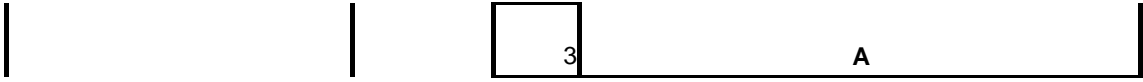
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## Harrow

### Instructions for completing the proforma:

- Please complete the 'Action Taken' column against each numbered breach using the following code:
  - **A)** letter to school (copy to relevant Diocese) raising issue and asked them to amend arrangements once ratified by Governing Body;
  - **B)** letter sent to school but they have responded saying they will not act on the points raised;
  - **C)** aware that Diocese is taking the lead on points raised;
  - **D)** we do not agree with the points made and are taking no action;
  - **E)** other action – Please explain.
- If you have entered (**B**) against any numbered breach, please outline your next steps or confirm whether you / the Diocese are going to raise a formal objection to the Office of the Schools Adjudicator.
- Please send responses by email to ( [OSA.TEAM@dcsf.gsi.gov.uk](mailto:OSA.TEAM@dcsf.gsi.gov.uk) ) or by post to (The Office of the Schools Adjudicator, Ground Floor Area A, Mowden Hall, Staindrop Road, Darlington, DL3 9BG) no later than Friday 10<sup>th</sup> October.

Local Authority/ School's Arrangements	Type	Breach (in the order shown on report)	Action Taken (against numbered breach)
local authority arrangements	Comm / VC	1	A
		2	A
Morian Jewish School	VA	1	A
		2	A
Krishna-Avanti Primary School	VA	1	A
		2	A
		3	A
		4	A
St Anselm's Catholic Primary School	VA	1	A
St Bernadette's Catholic primary School	VA	2	A



St George's RC School	VA	1	A
		2	A
St John Fisher Catholic first and Middle School	VA	1	A
		2	A
		3	A
St Joseph's Primary School	VA	1	A
		2	A
		3	A
		4	A
St Teresa's RC First and middle School	VA	1	A
		2	A
		3	A
		4	A
		5	A
St John's CofE School	VA	1	A
		2	A
		3	A
		4	A
		5	A
		6	A
The Sacred Heart Language College	VA	1	A
		2	A
		3	A





Meeting:	Harrow Admissions Forum
Date:	3 November 2008
Subject:	Review of information requested on In-Year application forms
Key Decision: (Executive-side only)	No
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	Appendix 1 – copy of current primary and secondary application form.

### **Section 1: Summary**

## **Section 1 – Summary and Recommendations**

### ***Recommendations:***

To review the information requested as part of the application process for an In-Year primary / secondary school place.

## SECTION 2 - REPORT

### Background

The Portfolio Holder for Schools and Children's Development has asked that the information requested as part of the In-Year application process is reviewed.

Currently information is requested about the child as follows:

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

As this information is not part of the application process, it is felt that its collection could be seen to be discriminatory. Historically, this information has been collected to assist schools when they are admitting children to school.

Forum Members are asked for their views on the collection of this information.

### Financial Implications

There are no financial implications arising from this report.

### Performance Issues

There are no performance issues arising from this report.

## Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 22 October 2008		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 24 October 2008		

## Section 4 - Contact Details and Background Papers

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

Background Papers: N/A:

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

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

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

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

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

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

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

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

Note 5. Special Educational Needs

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

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

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

**ADMISSION ARRANGEMENTS FOR THE 2008/2009 ACADEMIC YEAR.**

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

# APPLICATION FOR A HARROW COMMUNITY PRIMARY SCHOOL 2008/2009

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

Office  
Use Only

## 1. Child's Details

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

Where does child currently live?

Post code: \_\_\_\_\_ Date moved to this address: \_\_\_\_\_

Council tax reference number for above address \_\_\_\_\_

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

1	2	3

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

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

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

Surname \_\_\_\_\_ Your Relationship to child \_\_\_\_\_

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

Reason child lives at different address \_\_\_\_\_

Home Tel no. \_\_\_\_\_ Daytime Tel no. \_\_\_\_\_ Mobile Tel no. \_\_\_\_\_

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

New Address \_\_\_\_\_  
Postcode \_\_\_\_\_ When will you move to this address: \_\_\_\_\_

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

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

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

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

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

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

Brief description of special educational needs \_\_\_\_\_

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

Contact name	Local authority
Contact number	

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

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

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

**8. Children looked after**

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

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

**9. Medical claim**

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

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

**10. Other information**

How long has child lived in the UK?

Which languages are spoken in your home?

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

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

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

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

**12. Previous schools (Please read Note 7)**

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

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

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

**13. Declaration and Signature of Parent/Carer**

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

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

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

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

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

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

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

Parent's/Carer's Signature  Date

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

**Telephone Number: 020 8424 1680**

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**ADMISSION ARRANGEMENTS FOR THE 2008/2009 ACADEMIC YEAR.**

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# APPLICATION FOR A HARROW COMMUNITY HIGH SCHOOL 2008/2009

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Office  
Use Only

## 1. Child's Details

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

Where does child currently live?

Post code:

Date moved to this address:

Council tax reference number for above address

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

1		2		3	
When do you want your child to start school? <i>(Please read Note 3)</i>					

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

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

Surname  Your Relationship to child

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

Reason child lives at different address

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

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

New Address  Postcode  When will you move to this address:

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

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

Name  Date of birth

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

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

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

Brief description of special educational needs

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

Contact name		Local authority	
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		Letter from Housing Department/ Association		
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Parent's/Carer's Signature  Date

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 CIVIC CENTRE, STATION ROAD  
 HARROW HA1 2UW**

**Telephone Number: 020 8424 1680**

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



Meeting:	Harrow Admissions Forum
Date:	3 November 2008
Subject:	To respond to a query from an Admission Forum member about a child not allocated a local school
Key Decision: (Executive-side only)	No
Responsible Officer:	Heather Clements, Director Schools and Children's Development
Portfolio Holder:	Cllr Anjana Patel, Schools and Children's Development
Exempt:	No
Enclosures:	None

### **Section 1: Summary**

## **Section 1 – Summary and Recommendations**

### ***Recommendations:***

To note the information provided in response to a request for information from a Member of the Harrow Admissions Forum

## SECTION 2 - REPORT

### Background

Parent made an application for a Rising 5 place as follows:

APPLIED FOR	HOME TO SCHOOL DISTANCE
School A	0.502 miles
School B	0.327 miles
School C	0.780 miles

When making their application parents are strongly advised to name four schools in order of preference. This family only gave three preferences. If family had included Norbury on their application they would have been offered a place. The distance from home to Norbury School is 0.452 miles. We were able to offer up to a distance of 0.525 miles.

The reason place at Roxeth Manor was offered is at that time it was the closest school with a vacancy to the family's home.

Admissions Officers appreciate how disappointing it when it is not possible to offer a more local school for a child. We also understand families' concerns about the availability of primary school places. Earlier in the year there were a number of media reports that this was an issue across London. Harrow was one of only 13 London councils able to offer a school place for all primary school children. More than 7 out of 10 pupils in Harrow were offered a place in their parents' preferred community primary school for September 2008. Only 143 out of 2050 (ie 7%) were in the same situation as this family, in that they were offered a school that parents had not named on the application form.

The parents exercised their right of appeal. At the Independent Appeal Panel hearing they were given every opportunity to tell the Members of the Panel why:

1. Their child would have been offered a place if the admission arrangements had been properly implemented;  
and / or
2. The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The Independent Appeal Panel did not allow the appeal.

Although the family had not applied for other schools, officers in the Admissions Services were aware of their situation. Later in the year the Admissions Service contacted the family about the availability of places at two schools closer to their home than Roxeth Manor, which is 1.901 miles from home to school. These were Longfield First (1.053 miles) and Grange (1.092 miles). The family was asked if they would like to make an application for these schools. At that time the family did not feel either of these schools was acceptable due to the distance from home to school and therefore declined to apply. If they had chosen to apply they would have had 14 working days in which to accept or reject the offer.

The Admissions Service is not aware of other families who have refused to accept an alternative school offer and who not found a suitable alternative school either at the start of term or currently.

The child concerned is on the waiting for four Harrow community primary schools.

### Waiting list

Under the current Code of Practice on Admissions, admission authorities are not required to maintain a waiting list for oversubscribed schools. Where waiting lists are kept, then this information must be included in the published information about admission arrangements. The published information should make it clear that children will be ranked in the same order as the published oversubscription criteria. Waiting lists **must** be clear, fair and objective and **must not** give priority to children based on the date either their application was received or their name was added to the list. For example, if a child moves to an area outside the normal admissions round and has higher priority against the published oversubscription criteria, they **must** be ranked above those with lower priority already on the list. Admission authorities **must** notify parents of where their child has been placed on a waiting list but **must not** give any indication of the likelihood of being offered a place as their position may change.

The practical impact of this is that a child's position on the waiting list is not static. S/he can move up the waiting list if a family who has been offered a place advises this is no longer required. The place is then available to offer to the child at the top of the waiting list and all other children move up the list. However, s/he can also move down the waiting list if another family with a higher priority under the admission rules ask for their child to go on the waiting list.

The Department for Children, Schools & Families has just closed consultation on a new Code of Practice (COP), likely to come into force sometime in 2009 for the 2010-11 admissions round. The new COP makes it a duty for all admission authorities to maintain a waiting list for oversubscribed schools. There is no other proposal to change the operation of waiting lists in the new draft COP.

Waiting lists and appeals are two separate processes. Children are offered a place from the waiting list when a vacancy occurs and the child who is first on the list is offered that place. The appeal process is where a school is full and parents are appealing for a child to be admitted over the school's planned admission number. Legally there is no role for Independent Appeal Panels to change a child's position of the waiting list. Their only role is to consider and decide on the parent's appeal.

### **Financial Implications**

There are no financial implications arising from this report.

### **Performance Issues**

There are no performance issues arising from this report.

### Section 3 - Statutory Officer Clearance

Name: John Stansfield	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 22 October 2008		
Name: Rosemarie Martin	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 24 October 2008		

### Section 4 - Contact Details and Background Papers

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

Background Papers: N/A: