

**DRAFT - PROPOSED COMMUNITY SCHOOL ADMISSION ARRANGEMENTS  
2014**

**Primary School Planned Admission Numbers for Admission to School in September  
2014**

School	Planned Admission Number	
	Infant and Primary	Junior
Aylward	60	
Belmont	60	
Camrose	60	
Cannon Lane	90	90
Cedars Manor	90	
Earlsmead	60	
Elmgrove	90	
Glebe	90	
Grange	60	
Grimsdyke	60	
Heathland	90	
Kenmore Park	90	90
Longfield	90	
Marlborough	90	
Newton Farm	30	
Norbury	60	
Pinner Park	120	90
Pinner Wood	60	
Priestmead	90	
Roxbourne	90	90
Roxeth	60	
Stag Lane	90	90
Stanburn	120	90
Vaughan	90	
Weald	90	90
Welldon Park	60	60
West Lodge	90	
Whitchurch	90	90
Whitefriars	60	

Subject to the continuing increase in demand for primary schools it is intended to increase the number of places in some community schools.

## **ADMISSION TO RECEPTION CLASS**

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. Then using the oversubscription criteria each application is considered and ordered in a list based on how well they meet the criteria. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking by the applicant.

**Oversubscription criteria** (This is applied when more applications are received than there are places available at a school)

- a) **A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**
- b) **Children attending the linked infant school** (this criterion only applies for infant to junior applications)

All children currently attending Year 2 in the linked first infant school even if this number is greater than the junior school's standard number.

- c) **Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and or social needs.**

This criterion relates to the child's medical and or social needs. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. The application must be supported by written evidence. The supporting evidence should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to the specific school. The Admission authority cannot give higher priority to children under this criterion if the required documents have not been produced.

Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant 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 parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications advice, will be sought from Harrow's Special Education Needs Service.

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will be considered where there is involvement from a social worker. The application will need to be supported with a letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Social claims will only be considered for one school and this should be named in the letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority.

**c) Medical reasons relevant to parent(s)**

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant 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 parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications independent advice will be sought as appropriate (e.g. Harrow Association of Disabled People or Harrow's Mental Health Service).

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

Children with a brother or sister attending the primary, infant school or linked junior school at the time of admission.

**e) Distance**

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

**Tie Breaker**

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.

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

Application forms must be received by Harrow Council by the closing date of 15 January 2014. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time.

However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 14 February 2014:

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 14 February 2014
- a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 14 February 2014

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

- a council tax bill confirming re-occupation of your property by 14 February 2014 if your property has not been occupied
- confirmation that tenancy has ceased by 14 February 2014 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 14 February 2014 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).

### **DEFERRED ENTRY**

Parents can request that the date that their child is admitted to school is deferred until later in the year in which they apply or until the term in which the child reaches compulsory school age. Parents can also request that child attends part-time until their child reaches compulsory school age.

### **WAITING LISTS**

If you have been allocated a school place which was not your first preference, your child's name will automatically be placed on the waiting list for schools which you have ranked higher than the offer we have made. Community school waiting lists will then be maintained by the council whilst Voluntary Aided waiting lists will be maintained by the schools.

Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

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.

Looked after children and previously looked after children, and those allocated a place at the school in accordance with Harrow's Fair Access Protocol, will take precedence over those on a waiting list.

## **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.

## **IN YEAR APPLICATIONS**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria.

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.

## PROPOSED ADMISSION ARRANGEMENTS TO WHITMORE HIGH SCHOOL

### ADMISSION TO YEAR 7

School	Planned Admissions Number
Whitmore	270

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

#### **Equal preferences**

Each preference is treated as a separate application. Then using the oversubscription criteria each application is considered and ordered in a list based on how well they meet the criteria. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking by the applicant.

**Oversubscription criteria** (This is applied when more applications are received than there are places available at a school)

- a) **A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**
- b) **Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and or social needs.**

This criterion relates to the child's medical and or social needs. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. The application must be supported by written evidence. The supporting evidence should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to the specific school. The Admission authority cannot give higher priority to children under this criterion if the required documents have not been produced.

Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant 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 parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications advice, will be sought from Harrow's Special Education Needs Service.

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will be considered where there is involvement from a social worker. The application will need to be supported with a letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Social claims will only be considered for one school and this should be named in the letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority.

c) **Medical reasons relevant to parent(s)**

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant 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 parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

In assessing these applications independent advice will be sought as appropriate (e.g. Harrow Association of Disabled People or Harrow's Mental Health Service).

Medical claims will only be considered for one school and this should be named by the consultant.

Parent(s) making a medical claim solely on the grounds of the young person's need to be accompanied on the journey to school will not be allowed.

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

Children with a brother or sister attending Whitmore High school at the time of application. The sibling link does not apply to students who are attending the sixth form in September 2014.

e) **Distance from home to school**

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.

## **Tie Breaker**

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.

## **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 31 October 2013. However, Harrow will publish information which encourages applicants to submit their application by **25 October 2013 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications,

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

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 16 December 2013.

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 16 December 2013.
- a tenancy agreement, which comes into effect on or before 16 December 2013

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

- a council tax bill confirming re-occupation of your property by 16 December 2013, if your property has not been occupied.
- confirmation that tenancy has ceased by 16 December 2013, if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 16 December 2013 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 WHITMORE HIGH SCHOOLS**

If you have been allocated a school place which was not your first preference, your child's name will automatically be placed on the waiting list for schools which you have ranked higher than the offer we have made.

Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

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.

Looked after children and previously looked after children, and those allocated a place at the school in accordance with Harrow's Fair Access Protocol, will take precedence over those on a waiting list.

### **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.

### **IN YEAR APPLICATIONS**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria.

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.

### **Admission to Harrow Sixth Form Collegiate**

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

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

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

## **Definition of Terms used in Community School Admission Arrangements**

### **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. The journey is measured in a straight line from the unique address point for the home address to centre point for the school site.

In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

### **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 part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, 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 parents where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### **Sibling**

A sibling means a child's brother or sister.

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

The sibling priority does not include cousins or other extended family members who live in the same household.

Twins, triplets and other multiple-birth children:

1. Infant classes: Twins and other multiple-birth children to be offered the same primary school.
2. For all other admissions: In cases where only one place is available and twins tie for the last available place, then both will be offered even if this exceeds the planned admission number.
3. Where 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.

### **Children looked after by a local authority**

“A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).”

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Withdrawal of places**

Places offered at oversubscribed schools will be withdrawn if:

- the offer was made in error
- the parent has not responded within a reasonable period of time
- the offer was made on the basis of information that cannot be confirmed to the satisfaction of Harrow Council or later proves to be inaccurate
- an incorrect address or other false information is supplied.
- the family has accepted more than one offer at the same time

## ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY CLASSES

If more applications are received than there are places in a Nursery, places will be allocated the children in date of birth order, with older children being offered places before younger children, as follows:

- First A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- Next Children, in date of birth order, referred by Harrows Special Education Needs Assessment and Review Service.
- Next Other children, in date of birth order.

If, under any criterion, there are more children with the same date of birth than there are places remaining in the nursery, then the available places will be offered to child(ren) who live closest. Distance will be measured in a straight line from home to school.

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

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

Parents/carers can only apply to one nursery. All unsuccessful applicants will be advised that their child's name can be added to the waiting list for any school.

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

"A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)."