
REPORT FOR: CABINET

Date of Meeting:	16 February 2017
Subject:	Community School Admission Arrangements – Academic Year 2018/19
Key Decision:	Yes
Responsible Officer:	Chris Spencer, Corporate Director of People
Portfolio Holder:	Councillor Christine Robson, Portfolio Holder for Children, Schools and Young People
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – Draft admission arrangements for community schools for 2018/19 Appendix 2 – Equality Impact Assessment Appendix 3 – Consultation responses

Section 1 – Summary and Recommendations

This report sets out the outcome of the consultation and recommendations for Cabinet to determine the admissions arrangements for the 2018/19 academic year.

Recommendations:

Cabinet is requested to:

1. Determine the community school admission arrangements for 2018/19 academic year as enclosed in Appendix 1.
2. Delegate authority to the Corporate Director to allow further admission arrangements to be determined without additional Cabinet approval where the admission arrangements are not being changed or consulted upon.

Reason for recommendations

There is a statutory requirement under the School Standards and Framework Act 1998 for admission authorities to determine admission arrangements by 28 February in the determination year (i.e. by 28 February 2017).

Section 2 – Report

Introduction

1. In accordance with the School Standards and Framework Act 1998 Harrow Council is required to consult before determining its admission arrangements for community schools every seven years or if changes are proposed to the admissions arrangements.
2. The draft admission arrangements for community schools are at Appendix A. The arrangements are presented in Parts from Part A to Part G.

Options considered

Community School Admission Arrangements 2018-19

3. The School Standards and Framework Act 1998 and associated regulations provide the legislative framework for admission arrangements. This includes a requirement to act in accordance with the statutory admissions code.
4. The current admission arrangements for community school do not give priority to applications based on “Children of Staff”. This criterion is permitted and is detailed in 1.39 of the School Admissions Code 2014 and has been adopted by most of the Academy and Free Schools in Harrow. It is therefore proposed that Harrow Council include this criterion as prescribed in the School Admissions Code 2014 for the community schools in Harrow.
5. It is also proposed to make minor amendments to the Fair Access Protocol for children who move either into the borough or a new area within Harrow. This will give greater clarity to the thresholds for cases to meet before they are considered under the Protocol and ensure that all applicants are treated equitably.

Consultation arrangements

6. In accordance with the School Admissions Code, as the admissions authority for community schools, Harrow Council is required to consult before determining their admission arrangements if changes are proposed. Consultation took place between 6 December 2016 and 16 January 2017.
7. It is proposed amend the community school admission arrangements for 2018/19 to include the criterion “children of staff”.
8. Full details of the proposed schemes of co-ordination, the proposed admission arrangements for 2018/19, Harrow’s relevant area and Fair Access Protocol were circulated to:
 - Governors and headteachers of all Harrow schools;
 - All other admission authorities in the relevant area;
 - Neighbouring Local Authorities as required under The Education (Determination of Admission Arrangements) Regulations 2002, and;
9. Schools were provided with A4 flyers and response pro-formas and were asked to use their normal channels of communication to consult with parents (e.g. school newsletters, parents’ evenings, school notice boards, etc.).
10. Fair Access Protocol has to be agreed by the majority of schools, therefore they were consulted directly on the changes proposed.
11. The proposed changes to the admission arrangements were considered by School Organisation Officer Group.

Consultation Responses

12. **Community School Admissions Arrangements:** Seven responses were received. Four of which came from residents, two from a school and one on behalf of the United Synagogues. All responses were in agreement with the proposed change to include a criterion in the oversubscription criteria giving priority to “children of staff”. Details of responses to the consultation are in Appendix C.
13. **Fair Access Protocol:** Following the formal consultation on the revised protocol the LA has not received any responses from schools opposing the changes. Schools were advised that if we did not receive a response from the school we will assume that this is because they are in agreement with the proposals and therefore have chosen not to submit any comments.
14. **Responses from other local authorities and admission authorities:** No responses were received from neighbouring local authorities.

Risk Management Implications

15. Risk included on Directorate risk register? No
Separate risk register in place? No

Performance Issues

16. Harrow is a high performing Local Authority and the large majority of local services are judged to be good or better by Ofsted. Schools in Harrow perform well in comparison to national and statistically similar local authorities. Most primary schools and all secondary schools are judged good or outstanding.
17. The proposed changes are not expected to have any impact on the performance indicators for education in Harrow.

Environmental Impact

18. There are no environmental impact implications arising from this report.

Legal Implications

19. The School Standards and Framework Act 1998 places duties on local authorities as admission authorities to determine their admission arrangements. It also places responsibilities on local authorities to co—ordinate admission arrangements and allow parents to express a preference for a particular school. Local authorities and schools are expected to comply with the statutory school admissions code, which amongst other matters, requires the local authority to agree a fair access protocol with the majority of schools in its area.
20. The Council consulted on its admission arrangements. The consultation responses are appended to this report and summarised above. The Council must take account of these responses when determining the admission arrangements and its fair access protocol.
21. When making public policy decisions, the Council must comply with its public law duties. This includes taking account of all relevant information and disregarding irrelevant information, taking account of its statutory responsibilities, including its equality duties and acting in accordance with the legislative framework and statutory guidance

Financial Implications

22. There are no financial implications arising from this report.

Equalities implications / Public Sector Equality Duty

23. The Equality Impact Assessment indicates that the equalities impact of Cabinet's decision would be positive. The local authority needs to

ensure it has fair criteria in relation to community school admission and believes that including the children of staff criterion which is permissible in legislation, supports the community and schools. It is considered the change will not disadvantage children because only a very small number of pupils will be admitted under this criterion. The Equality Impact Assessment is attached as Appendix B.

Council Priorities

The Council's vision:

Working Together to Make a Difference for Harrow

Please identify how the report incorporates the administration's priorities.

- Making a difference for the vulnerable
- Making a difference for communities
- Making a difference for local businesses
- Making a difference for families

The recommendation supports these priorities by ensuring:

- fair and compliant admission arrangements for community schools and their oversubscription criteria;
- fair and transparent Fair Access Protocol processes.

Section 3 - Statutory Officer Clearance

Name: Jo Frost	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: 13 January 2017		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: 13 January 2017		

Ward Councillors notified:	NO, as it impacts on all Wards
EqIA carried out:	YES

EqIA cleared by:

Johanna Morgan, DETG
Chair, People Directorate

Section 4 - Contact Details and Background Papers

Contact: Patrick O'Dwyer, Divisional Director Education Services,
020 8736 6514, patrick.odwyer@harrow.gov.uk

Background Papers: [School Admissions Code 2014](#)

**Call-In Waived by the
Chair of Overview and
Scrutiny Committee**

NOT APPLICABLE

[Call-in applies]

APPENDIX A

PROPOSED ADMISSION ARRANGEMENTS FOR HARROW COMMUNITY SCHOOLS FOR 2018/2019 (INCLUDING PRIMARY AND SECONDARY SCHEMES OF CO- ORDINATION)

PART A(i)	Primary School Planned Admission Numbers for Admission to School in September 2018
PART A(ii)	How places will be allocated in community reception classes and community junior schools
PART A(iii)	Admission to community primary schools after the main allocation of places
PART B(i)	How places will be allocated in Whitmore High School
PART B(ii)	Admission to community high schools after the main allocation of places
PART C	Definitions of Terms used in Community School Admission Arrangements
PART D	How places will be allocated in Harrow's community school nursery classes.
PART E	Schemes of co-ordination <ul style="list-style-type: none">• Primary• Secondary• In-year
PART F	Fair Access Protocol
PART G	Relevant Area

COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2018/2019

Primary School Planned Admission Numbers for Admission to School in September 2018

School	Planned Admission Number for Reception	Planned Admission Number Year 3
	Infant and Primary	Junior
Belmont	90	
Camrose	60	
Cannon Lane	120	
Cedars Manor	90	
Earlsmead	60	
Elmgrove	120	
Glebe	90	
Grange	90	
Grimsdyke	90	
Kenmore Park	120	120
Longfield	120	
Marlborough	90	
Newton Farm	60	
Norbury	90	
Pinner Park	120	120
Pinner Wood	90	
Priestmead	120	
Roxbourne	90	
Roxeth	60	
Stag Lane	120	90
Stanburn	120	
Vaughan	90	
Weald	120	
Welldon Park	90	
West Lodge	90	
Whitchurch	120	

Subject to the continuing increase in demand for primary schools it may be that additional reception classes may be opened in September 2018.

ADMISSION TO RECEPTION CLASS AND INFANT TO JUNIOR TRANSFER

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

In the event a school is oversubscribed and has received more applications than places, and after children with statements of special educational needs or Education, Health and Care Plans have been considered, places will be allocated in accordance with the oversubscription criteria.

Oversubscription criteria

The oversubscription criteria are applied when more applications have been received than there are places available at a school. Applications are considered in the following order:

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

- b) Children attending the linked infant school.**

This criterion only applies to infant to junior school applications. All children currently attending Year 2 in a separate infant school have a linked priority to the junior school, even if this number is greater than the junior school's Published Admissions 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 where this criterion is used in Harrow by the admission authority. 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.

Medical Needs

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.

Social Needs

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 of Children & Young People Services 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 of Children & Young People Services or a person holding a similar role in another local authority.

d) 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 where this criterion is used in Harrow by the admission authority. 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, guidance will be sought as appropriate (e.g. Harrow Association of Disabled people).

e) 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.

f) Children of staff of the school

Children where their parent(s) has been employed by the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been recruited to a vacant post where there is a demonstrable skills shortage.

g) Distance

Children living nearest to the school measured in a straight line from home to school. This must be the address where the 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 oversubscription criteria will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line. 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.

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 2018.

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 12 February 2018 and that there is appropriate evidence:

1. If the family has just moved house you will be asked to provide:
 - a letter from the solicitor confirming completion date which must be on or before 12 February 2018
 - a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 12 February 2018
2. If the family is returning from abroad they will need to provide:
 - a council tax bill confirming re-occupation of their property by 12 February 2018 if the property has not been occupied
 - confirmation that tenancy has ceased by 12 February 2018 and that they will re-occupy their property if it has been rented during their absence
 - confirmation from their employer that they will return to live in Harrow on or before 12 February 2018 if they were seconded abroad.
3. 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 their child attends part-time until their child reaches compulsory school age.

APPLICATIONS FOR CHILDREN OUTSIDE THE NORMAL AGE GROUP

Parents can apply for a school place outside of the normal age group of their child, for example, if the child is gifted and talented or has experienced problems such as ill health.

If parents wish to apply for a place during an in-year round in a lower or higher year group, they must contact the local authority with the request in writing

providing a reason and professional advice if available with the request so it can be considered.

Parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely. The Local Authority as the admission authority for community schools will need to make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. In making the decision the following will be taken into account:

- views of the parents;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents seeking admission to an age group below the child's actual age should submit their request for the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in their child's actual age group before the closing date on 15 January, if the request for later admission is refused by an Admissions Authority.

If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

WAITING LISTS

If the school place allocated is not the first preference, the child's name will automatically be placed on the waiting list for schools which have been ranked higher than the offer made. Community school and Academy School waiting lists will then be maintained by the Council. The Voluntary Aided schools maintain their own waiting lists.

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 oversubscription criteria.

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 oversubscription criteria, 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.

Please note carefully: Waiting lists will be closed on the last day of term each year and will not roll over. If you wish your child to remain on the waiting list into the new academic year you will need to submit a new in year application. It is your responsibility to remember to reapply. The local authority will not remind you to take this action.

APPEALS

Parents 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 can ask for their child's name to be put on the waiting list for any other school.

A child admitted to a school as a result of a successful appeal will be admitted in precedence to those 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 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 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 admission 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.

In the event Whitmore High School is oversubscribed and has received more applications than places and after children with statements of special educational needs or Education, Health and Care Plans have been considered places will be allocated in accordance with the oversubscription criteria.

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, child arrangements, 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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

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 where this criterion is used in Harrow by the admission authority. 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.

Medical Needs

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.

Social Needs

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 of Children & Young People Services 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 of Children & Young People Services 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 where this criterion is used in Harrow by the admission authority.

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, guidance will be sought as appropriate (e.g. Harrow Association of Disabled people).

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 in years 7 to 11 at the time of application. The sibling link does not apply to students who are attending the sixth form.

e) Children of staff of the school

Children where their parent(s) has been employed by the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been recruited to a vacant post where there is a demonstrable skills shortage.

f) 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 oversubscription criteria will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line. 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.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE.

Application forms must be received by Harrow Council by the closing date of 31 October 2017. However, Harrow will publish information which encourages applicants to submit their application by **20 October 2017 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications.

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. Additionally, any changes to the application (e.g. 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).

The following are some example of exceptions that may apply provided the application is received by 11 December 2017.

1. If your family has just moved house you will be asked to provide:
 - a letter from your solicitor confirming completion date, which must be on or before 11 December 2017.
 - a tenancy agreement, which comes into effect on or before 11 December 2017
2. If you are returning from abroad you will need to provide:
 - a council tax bill confirming re-occupation of your property by 11 December 2017, if your property has not been occupied.
 - confirmation that tenancy has ceased by 11 December 2017, if your property has been rented during your absence
 - confirmation from your employer that you will return to the UK by 11 December 2017 if you were seconded abroad.
3. 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 SCHOOL

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.

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 oversubscription criteria.

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 oversubscription criteria, 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 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 can ask for their child's name to be put on the waiting list for any other school.

A child admitted to a school as a result of a successful appeal will be admitted in precedence to those 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 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 school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

APPLICATIONS FOR CHILDREN OUTSIDE THE NORMAL AGE GROUP

Parent(s) can apply for a school place outside of the normal age group of their child, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents who wish to apply for a place during an In-Year round in a lower or higher year group must contact the local authority with their request in writing

providing a reason and professional advice if available with their request so their request can be considered.

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).

DRAFT

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. Please see Harrow Council's website for individual maps locating the centre point for each school which uses the centre point.

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 parental 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 parent 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.

Parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other

relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Twins, triplets and other multiple-birth children:

1. In cases where only one place is available and twins or children of multiple birth, tie for the last available place, then both or all 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, child arrangements, 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).”

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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). In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. This Act applies to England and Wales, therefore a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the new Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will obviously have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7, a child has to have been looked after immediately before they were adopted or became subject to a child arrangement or special guardianship order.

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;
- it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Children with statements of special educational needs or Education, Health and Care Plans

Children with special educational needs who have a Statement or Education, Health and Care Plans which names the school will be allocated a place at the school. This is a statutory entitlement under section 324 of the Education Act 1996.

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PROPOSED ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY

CLASSES

If more applications are received than there are places in a Nursery, places will be allocated, as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangements, or special guardianship order.
2. Children referred by Harrow's Special Education Needs Assessment and Review Service.
3. Other children

If, under any criterion, there are more children 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 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 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).

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Harrow Council's Co-ordination Schemes for Admissions to Year 7 and Reception in Maintained Schools and Academies in 2018/19

Contents

Definitions used in this document

Scheme for co-ordination of admissions to Year 7 in September 2018

Scheme for co-ordination of admissions to Reception in September 2018

Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Template outcome letter -Year 7 and Reception Schemes (Schedule 2)

Timetable for Year 7 Scheme (Schedule 3A)

Timetable for Reception Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM
Harrow Council's Co-ordination Schemes for Admissions to Year 7 and
Reception in 2018/19

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification	the document containing the address verification policy of each participating LA Register
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs

“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, <i>or within whose area an academy is situated, for which a preference has been expressed</i>
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Year 7 in 2018/19

Applications

1. Harrow will advise home LAs of their resident pupils on the roll of Harrow's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Harrow will be made on Harrow's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Harrow will take all reasonable steps to ensure that every parent/carer who is resident in Harrow and has a child in their last year of primary education within a maintained school, either in Harrow or any other maintaining LA, receives a copy of Harrow's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Harrow, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
4. The admission authorities within Harrow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Harrow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow's admission booklet and website will indicate which schools in Harrow require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Harrow receives a supplementary information form, Harrow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's

Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Harrow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
9. Harrow undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Harrow's primary school data and the further investigation of any discrepancy. Where Harrow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 December 2017**.
10. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2017**.
11. Harrow will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2017**.

Processing

12. Applicants resident within Harrow must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by **31 October 2017**. However, Harrow will publish information which encourages applicants to submit their application by **20 October 2017 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Harrow's scheme, will be up-loaded to the PLR by **14 November 2017**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Harrow will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Harrow will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 December 2017**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **11 December 2017**, on the basis that an on-time application already exists within the Pan-London system.
19. Harrow will participate in the application data checking exercise scheduled between **12 December 2017 and 2 January 2018** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. Harrow will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **2 February 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Harrow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable

published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **15 February 2018** if this is sooner.

24. Harrow will not make an additional offer between the end of the iterative process and **1 March 2018** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Harrow's schools, Harrow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Harrow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Harrow will accept that the applicant(s) affected might receive a multiple offer.
26. Harrow will participate in the offer data checking exercise scheduled between **16 and 22 February 2018** in the Pan-London timetable in Schedule 3A.
27. Harrow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2018**.

Offers

28. Harrow will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. Where this is the case Harrow LA will try and offer a place at the nearest suitable school with a vacancy.
29. Harrow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. Harrow's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2018**, Harrow will send by first class post notification of the outcome to resident applicants.
32. Harrow will provide primary schools with destination data of its resident applicants by the end of the Summer term 2017.

Post Offer

33. Harrow will request that resident applicants accept or decline the offer of a place by **15 March 2018**, or within one/two weeks of the date of any subsequent offer.
34. Where an applicant resident in Harrow accepts or declines a place in a school within the area of another LA by **15 March 2018**, Harrow will forward the information to the maintaining LA by **22 March 2018**. Where such information is received from applicants after **15 March 2018**, Harrow will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Harrow's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Harrow will inform the home LA, where different, of an offer for a maintained school or Academy in Harrow's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
37. When acting as a maintaining LA, Harrow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Harrow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
39. When acting as a home LA, when Harrow is informed by a maintaining LA of an offer which can be made to an applicant resident in Harrow's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
40. When acting as a home LA, when Harrow has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Harrow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting Lists

43. Applicants will be automatically placed on the waiting list for Harrow school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list. For schools maintained by other LA's, Harrow will request that Harrow residents are automatically placed on waiting lists, However, applicants will be advised to check the policy for maintaining boroughs.
44. Applicants on the waiting list for a higher ranked school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM
Template LA Scheme for Co-ordination of Admissions to Reception and
Infant to Junior Transfer in 2018/19

Applications

1. Applications from residents of Harrow will be made on Harrow's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Harrow will take all reasonable steps to ensure that every parent/carer who is resident in Harrow and has a child in a nursery class within a maintained school, either in Harrow or any other maintaining LA, receives a copy of Harrow's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Harrow, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
3. The admission authorities within Harrow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Harrow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow's website. Such

forms will advise parents that they must also complete their home LA's Common Application Form. Harrow's admission booklet and website will indicate which schools in Harrow require supplementary forms to be completed and where they can be obtained.

5. Where a school in Harrow receives a supplementary information form, Harrow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Harrow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Harrow undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Harrow's maintained nursery and primary school data and the further investigation of any discrepancy. Where Harrow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **16 February 2018**.
9. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **2 February 2018**.
10. Harrow will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **2 February 2018**.

Processing

11. Applicants resident within Harrow must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by **15 January 2018**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Harrow's scheme, will be up-loaded to the PLR by **5 February 2018**.

Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Harrow will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Harrow will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 February 2018**.
17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 February 2018**, on the basis that an on-time application already exists within the Pan-London system.
18. Harrow will participate in the application data checking exercise scheduled between **13 and 19 February 2018** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Harrow will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **15 March 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Harrow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This

will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **23 March 2018** if this is sooner.

23. Harrow will not make an additional offer between the end of the iterative process and the **16 April 2018** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Harrow's schools, Harrow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Harrow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Harrow will accept that the applicant(s) affected might receive a multiple offer.
25. Harrow will participate in the offer data checking exercise scheduled between **27 March and 9 April 2018** in the Pan-London timetable in Schedule 3B.
26. Harrow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2018**.

Offers

27. Harrow will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. Where this is the case Harrow LA will try and offer a place at the nearest suitable community or academy school with a vacancy.
28. Harrow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. Harrow's outcome letter will include the information set out in Schedule 2.
30. Harrow will, on **16 April 2018**, send by first class post notification of the outcome to resident applicants who have applied on paper. All applicants who applied online will receive their notification via eadmissions. Parents who applied online who were not offered their first preference will receive further information about how places were offered and why higher ranked schools were unable to offer them a place. Parents who applied online and were offered their first preference school will not receive a letter.

31. Harrow will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2018.

Post Offer

32. Harrow will request that resident applicants accept or decline the offer of a place by **30 April 2018**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Harrow accepts or declines a place in a school maintained by another LA by **30 April 2018**, Harrow will forward the information to the maintaining LA by **8 May 2018**. Where such information is received from applicants after **30 April 2018**, Harrow will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Harrow's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Harrow will inform the home LA, where different, of an offer for a maintained school or Academy in Harrow's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Harrow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Harrow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when Harrow is informed by a maintaining LA of an offer which can be made to an applicant resident in Harrow's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, when Harrow has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

41. When acting as a maintaining LA, Harrow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting lists

42. Applicants will be automatically placed on the waiting list for Harrow school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list. For schools maintained by other LA's, Harrow will request that Harrow residents are automatically placed on waiting lists, However, applicants will be advised to check the policy for maintaining boroughs.
43. Applicants on the waiting list for a higher ranked school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME SCHEDULE 1

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (x 6):

Name of school
Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*

Is the child a 'Child Looked After(CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Children of Staff

Other:

Signature of parent or guardian

Date of signature

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PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7, Reception and Infant to Junior (prim) in 2018/19 - the letter sent out to parents will contain this information as a minimum

From: Home LA

Date: **1 March 2018**
(sec)

16 April 2018
(prim)

Dear Parent,

Application for a Secondary / Primary School

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

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

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

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

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

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

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

Please return the reply slip to me by **15 March 2018 (sec) / 30 April 2018 (prim)**. If you have any questions about this letter, please contact me on

_____.

Yours sincerely

DRAFT

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A**

Timetable for Admissions to Year 7 in 2018/19

Fri 20 Oct 2017	Published closing date (Friday before half-term)
Tues 31 Oct 2017	Statutory deadline for receipt of applications
Tues 14 Nov 2017	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 11 Dec 2017 PLR.	Deadline for the upload of late applications to the
Tues 12 Dec 2017 – Tues 2 Jan 2018	Checking of application data
Fri 2 Feb 2018	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thu 15 Feb 2018	Final ALT file to PLR
Fri 16 – Thurs 22 Feb 2018	Checking of offer data
Fri 23 Feb 2018	Deadline for on-line ALT file to portal
Thurs 1 Mar 2018	Offer letters posted.
Thurs 15 Mar 2018	Deadline for return of acceptances
Thurs 22 Mar 2018 LAs	Deadline for transfer of acceptances to maintaining

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3B**

Timetable for Admissions to Reception in 2018/19

Mon 15 Jan 2018	Statutory deadline for receipt of applications
Mon 5 Feb 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 12 Feb 2018 PLR.	Deadline for the upload of late applications to the
Tues 12 – Tues 20 Feb 2018	Checking of application data
Thurs 15 Mar 2018	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 23 Mar 2018	Final ALT file to PLR
Mon 26 Mar- Mon 9 Apr 2018	Checking of offer data
Weds 11 Apr 2018	Deadline for on-line ALT file to portal
Mon 16 April 2018	Offer letters posted.
Mon 30 April 2018	Deadline for receipt of acceptances
Tues 8 May 2018 LAs	Deadline for transfer of acceptances to maintaining

**Scheme for Co-ordination for In-Year Admissions
2018/19**

Contents

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Definitions

“the Home LA”	the LA in which the child is resident
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied

Section 1: Applications

1. Applications for Harrow Council maintained schools and Academy schools will be made on a Harrow Common Application Form. This will include all the fields and information specified in Schedule 1 of this scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.

Harrow Council will process applications for Harrow community schools and Academy schools.

2. The admission authorities within Harrow Council will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Harrow Council, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria.
3. Where supplementary forms are used, they will be available from the school concerned and available on Harrow Council's website. Any supplementary forms must advise parents that they must also complete Harrow's Common Application Form. Harrow Council's admission booklet and website will indicate which of Harrow Council's schools require supplementary forms to be completed and where they can be obtained.
4. Where an admission authority in Harrow Council receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on the Common Application Form.
5. Applicants will be able to express a preference for six maintained primary / secondary school or Academy schools within Harrow Council.
6. Harrow Council and Harrow VA schools will carry out address verification for each application.
7. Harrow Council will check the status of any child where the application is based on the child being a looked after child or previously looked after child.

Section 2: Processing

8. Applicants for Harrow Council's maintained schools or Academy school must complete and return the Common Application Form to Harrow Council or if applying for a place at a VA (faith) school to the school directly.
9. Where an application is not fully completed, Harrow Council and or the school will not treat the application as valid until all information is received.
10. If Harrow Council receives a common application form with an application for a VA school they will send details of the application to its VA schools via the LGFL secure website.
11. Harrow VA schools will aim to inform the LA of the outcome of any application within **10 school days** from receipt of the application.

Section 3: Offers

12. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
13. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
14. Where a Harrow resident child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest Harrow community school or Academy with a vacancy.
15. Harrow Council and Harrow VA schools will require proof of date of birth for each pupil applying for school place in order to satisfy themselves that the date of birth is correct.

Section 4: Post-offer

16. Harrow Council and VA schools will request that parents accept or decline the offer of a place within two weeks.
17. Harrow Council and Harrow VA schools will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Harrow Council and Harrow VA schools can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority.
18. Where a parent accepts or declines a place in a school Harrow and the pupil is not a Harrow resident, Harrow Council will forward the information to the home LA.

Section 5: Waiting lists

19. Applicants will be automatically placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list.
20. Applicants on the waiting list for a higher ranked school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.

FAIR ACCESS PROTOCOL

Annexe A: Terms of Reference
Annexe B: Flowchart
Annexe C: SPP Decision making rationale

The underlying principles of this protocol are as follows:

Introduction

The Fair Access Protocol (FAP) is intended to offer pupils a school place where they are out of school. It is not an alternative admission process to secure a school preference outside the normal admissions round or In-Year Scheme.

- Harrow's Fair Access Protocol may exceptionally require schools to admit children in excess of published admission numbers in order to protect the interests of vulnerable children and those with challenging behaviour. These pupils will be shared among Harrow schools. Pupils placed through the Protocol will take priority over children on the waiting lists.
- This protocol applies only to children living in Harrow. Confirmation of residence and that the child is in the country at the point of application when the application is being considered by the panel will be required.
- Wherever it is possible, and if specifically requested by the parent/carer, children will be allocated a school of their faith provided a Supplementary Information Form (SIF) has been submitted to the school providing relevant supporting information and where the school agrees the child meets the faith criterion. Notwithstanding the above, voluntary aided schools will be required to admit their fair share of pupils under this protocol regardless of whether a SIF is completed if the Panel deems the placement to be appropriate.
- Each case is considered under its own merits.
- There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Which children are covered?

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers;
- g) children with special educational needs, disabilities or medical conditions (but without a statement); and
- h) Where the local authority has not been able to offer a school place within a reasonable distance from the applicant's home in accordance with the In-Year Scheme.
- j) children permanently excluded from school, who have not secured a school place through the In-Year process.
- k) Children known to Harrow Children Services with an allocated social worker with Child Protection (CP) or Children In Need (CIN) concerns who are out of school or need to be placed in an alternative school to support the CP and or CIN plan.

Which children are not covered?

The FAP will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children must be admitted.

Which schools are involved in this protocol?

All Harrow community, voluntary aided and academy schools.

When will the protocol apply?

Applications for school places are received throughout the year and school places will be offered in accordance with the In-Year scheme. Where the local authority is unable to offer a school place in accordance with the In-Year scheme and the pupil is out of school or has moved to a new area where the travelling time to their current school is unreasonable, these applications are considered under the Fair Access Protocol.

The Fair Access Protocol in accordance with the School Admissions Code broadly covers three groups of applications:

1. Excluded Pupils

Harrow excluded pupils will be placed at the Pupil Referral Unit and the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met. When they are ready to access mainstream schooling, excluded pupils are placed at a school using the following:

- Secondary pupils will be referred to another high school on a rota basis.
- Primary pupils will be referred to the next nearest school to their home address. A primary school will not normally be expected to take more than one excluded pupil per year group in each academic year.

2. Managed Moves Process (MMP)

The Managed Moves Process may be applied for pupils who are at risk of exclusion.

Managed moves are agreed by headteachers to transfer pupils from one school to another school in exceptional circumstances deemed in the best interest of the child.

3. In-Year Applications via the School Placement Panel (SPP)

Applications where it is not possible to offer a place in accordance with the In-Year scheme are referred to the School Placement Panel (SPP). These applications are for children who are not in school and there are no vacancies at a suitable school. The SPP consider the cases and schools are identified to take additional pupils on roll.

This panel generally meets every three weeks unless there are no cases to consider.

- For secondary pupils – to offer a place because all schools in the relevant year group are full.
- For primary pupils to offer a place because there is no school with a vacancy within a reasonable distance of the home address. The School Admissions Code makes allowance for the entry of an additional child to an infant class in exceptional circumstances including children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- Applications will only be considered if a child or children move into the area and are out of school, or if the family move into a new area and the child or children are already in school but their current school is over 2 miles for a child in KS1 or 3 miles for a child in KS2 measured in straight line **and** over 45 minutes travelling time to their primary school. For a child in KS3/4 if their current school is over 3 miles measured in a straight line **and** over 75 minutes travelling time. Applications where children are already in school will be assessed using the quickest travel times obtained from Transport for London (TFL) where there are no reported delays. Times will be calculated using a 8.45am start time. Reasonable distance will be determined on travel times by public transport using buses only. The only exception would be where the pupil has a disability which would make it unreasonable to travel. Where the applications are received from a family who has children in KS1

as well as KS2, the applications will be considered using the KS1 thresholds.

- Applications from parents who have elected previously to home education will be considered in accordance with the In-Year scheme unless there are exceptional circumstances supported by the Education Lead, Elective Home Education.
- Cases will only be considered by the panel once. If the offer the family are made is declined the case will not be put forward to the panel again unless there are exceptional circumstances for the case to be considered again.
- Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. In the case of an Academy that cannot agree with the local authority over admitting a child, only the Secretary of State can direct the Academy to admit the child.

When will the School Placement Panel meet?

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

Process for determining allocation of places

Harrow resident pupils will be placed in a mainstream school, even if the year group concerned is full. When making decisions the Panel will need to be mindful of the duty on the Council that states that the "local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour".

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

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number of any places offered in the relevant year group.
- 8 nearest schools, to the home address, with options to go up to 2 miles (for KS1) or 3 miles (for KS2 and above). The panel may however consider schools further away if the nearest schools already have additional pupils on roll.

The following information will be provided about each school:

- PAN's and number of pupils on Roll
- any information provided by the schools
- the number on roll if all cases offered are admitted in the relevant year group
- Names and dates of birth and Year Group of siblings attending any of the schools identified.
- Any known special educational needs without a Statement of SEN.
- Any known religious, philosophical or other reasons for parental preference. Wherever, possible children will be allocated a school of their faith if a SIF has been provided.
- Any information provided by the school, where available.
- Evidence that the child is in the country, where available.
- The number of pupils who have been placed in a school via the Managed Moves Protocol, when applicable.
- The number of excluded pupils who have been placed in a school in that academic year, when applicable.

Once the decision has been made the Admissions Service will inform the school immediately and the parents will be informed 48 hours after schools have been informed of the panel's decision. Parents will be informed that own admission authorities have the right to refuse to admit the child, in which case, the local authority will consider whether to pursue a formal direction process.

The 48 hours period will enable time for schools to make preparations for the child to be admitted. In the case of schools who are their own admission authorities it will also allow time for the school to inform the governing body before the Admissions Service informs the parents. .

Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs. Where a school has referred the application to be considered under FAP, the school must provide detailed evidence that will be presented to the panel to inform their decision making.

This protocol does not require a school automatically to take another child with challenging behaviour in the place of a child excluded from the school.

Powers of Direction

Whilst it is expected that the majority of schools will comply with the decision of the School Placement Panel, in cases where a voluntary aided school refuses to admit a child, Harrow Council has the power to direct the admission authority for any maintained school in its area to admit a child even when the school is full. The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority must choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded. It must not choose a sixth-form that selects by ability unless the child meets the selection requirements, or a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures

would prejudice the provision of efficient education or the efficient use of resources. The direction process, including a duty to consult with parents and the school, prior to making a decision on direction. If a decision to direct is made, a governing body can appeal to the Schools Adjudicator.

Where Harrow Council considers that an Academy will best meet the needs of any child, it will ask the Academy to admit that child but has no power to direct it to do so. It is expected that the local authority and the Academy will usually reach an agreement, but if the Academy refuses to admit the child, the local authority will ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision.

Year 11 pupils whose first language is not English

Newly arrived young people resident in Harrow for whom English is not their first language will be referred for a language assessment. This assessment will include a recommendation as to the most appropriate placement, i.e. referral to a high school or placement on an appropriate ESOL course.

Monitoring

The Admissions Service will provide regular updates and an annual report on the placement of pupils through the Fair Access Protocol to the Corporate Director and the School Organisation Officer Group.

Fair Access Protocol
School Placement Panel
Terms of Reference

1. Context

The Fair Access Protocol (FAP) is intended to offer pupils a school place where they are out of school. It is not an alternative admission process to secure a school preference outside the normal admissions round or In-Year Scheme. Harrow's Fair Access Protocol may exceptionally require schools to admit children in excess of published admission numbers in order to protect the interests of vulnerable children and those with challenging behaviour. The School Placement Panel undertakes this role for the local authority in partnership with the Primary and Secondary Headteacher Executives. A flow chart is presented at Annexe B.

2. Purpose

The purpose of the School Placement Panel (SPP) is to consider cases presented in accordance with the Fair Access Protocol.

The SPP is a decision-making body to place children without a school place at a school over the published admission number.

Excluded Pupils and the Managed Moves Process are not considered by the SPP.

3. Scope

SPP consider In-Year Applications.

4. Composition of the School Placement Panel

The Panel will be comprised of the following members:

- (a) 1 primary headteacher representative
- (b) 1 secondary headteacher representative
- (c) 1 VA headteacher representative

Two Admissions Officers will attend the meeting, a presenting officer and an administrator to record the decisions.

5. Meetings and Attendees

- (a) The chair will be decided by the headteacher representatives.
- (b) Each member has formal voting rights when making a decision to identify a school to admit a child.
- (c) The chair has the casting vote.
- (d) The Panel will generally meet on a three weekly basis during term time. Meetings during school holidays may be required in exceptional circumstances.

An Admissions officer will present the case and panel will be provided with the following information:

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number of any places offered in the relevant year group.
- 8 nearest schools, to the home address, with options to go up to 2 miles (for KS1) or 3 miles (for KS2 and above). The panel may however consider schools further away if the nearest schools already have additional pupils on roll.
The following information will be provided about each school:
 - PAN's and number of pupils on Roll
 - any information provided by the schools
 - the number on roll if all cases offered are admitted in the relevant year group
- Names and dates of birth and Year Group of siblings attending any of the schools identified.
- Any known special educational needs without a Statement of SEN.
- Any known religious, philosophical or other reasons for parental preference. Wherever, possible children will be allocated a school of their faith if a SIF has been provided.
- Any information provided by the school, where available.
- Evidence that the child is in the country, where available.
- The number of pupils who have been placed in a school via the Managed Moves Protocol, when applicable.
- The number of excluded pupils who have been placed in a school in that academic year, when applicable.

The Panel's decision will be recorded with a supporting rationale by the Admissions Officers. The Corporate Director People Services will be informed of the Panel's decisions. The decisions will be recorded in line with the rationales set out in Annexe C.

FAIR ACCESS PROTOCOL – SCHOOL PLACEMENT PANEL FLOW CHART

In- Year Application received

Child not in school - No place available at preferred or alternative school within 2/3 miles of their home address and child is not in a school within a reasonable distance from their home.

Child moves to new area and is in school – check distance to their current school 2 miles for a child in KS1 and 3 miles for a child in KS2/3/4 **and** where travel times are in excess of 45 minutes for primary and 75 minutes for secondary and where no alternative offer can be made in accordance with In-Year scheme.

Notification sent to schools a week before the SPP meeting listing the number of cases that will be considered and with year groups. Schools will be invited to send in letters to be presented to the panel. Admission Service reserves the right to submit late cases to the panel in exceptional circumstances or with safeguarding reasons. The panel will decide if late cases tabled at the meeting will be considered.

SPP MEETING

SPP meet and make a decision/recommendation based on information provided:

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number of any places offered in the relevant year group.
- 8 nearest schools, to the home address, with options to go up to 2 miles (for KS1) or 3 miles (for KS2 and above). The panel may however consider schools further away if the nearest schools already have additional pupils on roll.
 - The following information will be provided about each school:
 - PAN's and number of pupils on Roll
 - any information provided by the schools
 - the number on roll if all cases offered are admitted in the relevant year group
- Names and dates of birth and Year Group of siblings attending any of the schools identified.
- Any known special educational needs without a Statement of SEN.
- Any known religious, philosophical or other reasons for parental preference. Wherever, possible children will be allocated a school of their faith if a SIF has been provided.
- Any information provided by the school, where available.
- Evidence that the child is in the country, where available.
- The number of pupils who have been placed in a school via the Managed Moves Protocol, when applicable.
- The number of excluded pupils who have been placed in a school in that academic year, when applicable.

Admissions Officer records decision and rationale in line with Annexe C.

School Admissions Team update local admissions system and send a report to individual schools where a decision by the Panel has been made on the same day as panel meeting.

The 48 hours period will enable time for schools to make preparations for the child to be admitted. It will also allow time for schools that are their own admissions authority to notify the governors of the decision.

Send a letter to parents confirming the decision of the panel – 48 hours after the schools have been sent the lists.

Admissions to inform Corporate Director People Services the outcome of Panel decision/recommendations

If an own admission authority school disagrees with the decision of the panel the LA will consider whether to formally consult and follow the direction route (voluntary aided schools) or to request that the Secretary of State makes a direction (academies).

SPP Decision Making Rationale

All decisions by the SPP have an overarching rationale which is the need to balance and share the burden across all schools when all year groups are full at schools within a reasonable distance from the pupils' home address.

The rationales for decisions by the SPP are as follows:

1. All schools are considered and when all schools are full at Published Admissions Number, distance is considered and a place is offered at the nearest school.
2. All schools are considered and when all schools are equally over PAN, distance is considered and a place is offered at the nearest school.
3. All schools are considered and the school offered was not as over numbers in the year group as the other local schools, taking into account of distance.
4. Where siblings have to be placed, the school that could best accommodate all the children in the relevant year groups, taking into consideration schools within a reasonable distance from the pupil's home.
5. Medical or social need which means that the pupil needs to be placed at a particular school.
6. All local schools are full and over numbers and parents have expressed a preference for a school which is further away than the 8 nearest schools, and which is not as over PAN as the other local schools.
7. Other reason - Panel will need to define.

March 2015
Date to be inserted

PART G

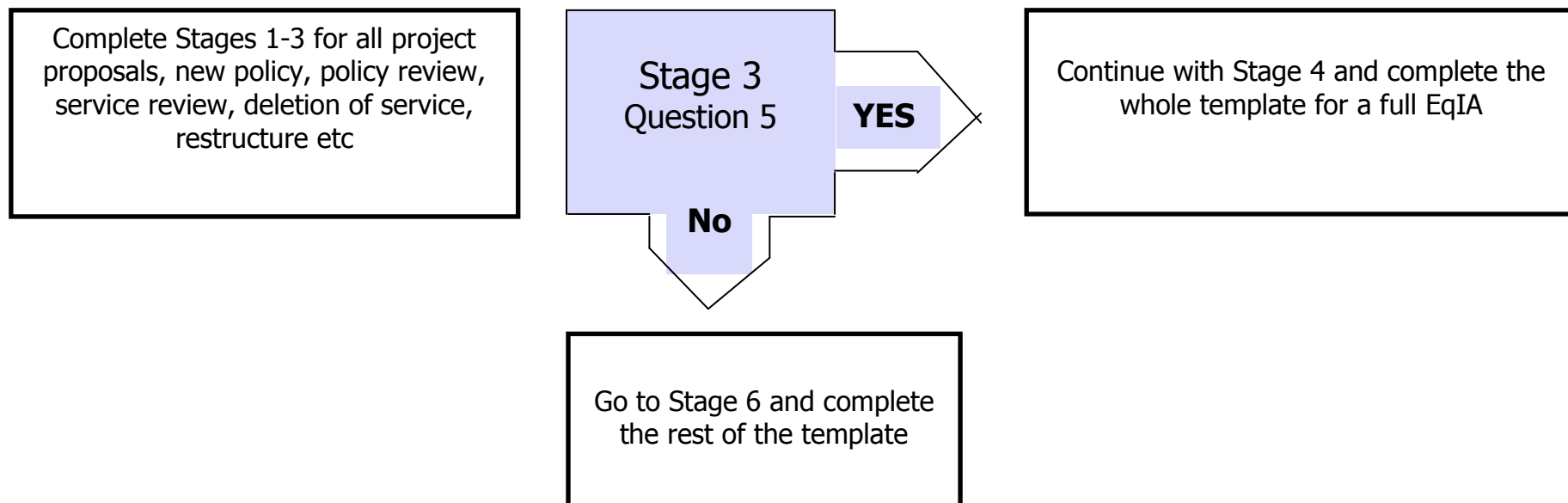
HARROW'S RELEVANT AREA

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

September 2010

Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process (EqIA). There is now just one Template. Lead Officers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.
- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.
- SIGN OFF: All EqIAs need to be signed off by your Directorate Equality Task Groups. EqIAs relating to Cabinet Reports need to be submitted to the EqIA Quality Assurance Group at least one month before your Cabinet Report date. This group meets on the first Monday of each month.
- Legal will NOT accept any reports without a fully completed, Quality Assured and signed off EqIA.

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓	✓	Cabinet		Portfolio Holder		Other (explain)	
<i>Date decision to be taken:</i>	16 February 2017						
<i>Value of savings to be made (if applicable):</i>	N/A						
<i>Title of Project:</i>	Determination of Community School Admission Arrangements – Academic Year 2018/19						
Directorate / Service responsible:	People Directorate						
Name and job title of Lead Officer:	Chris Spencer – Corporate Director People Services						
Name & contact details of the other persons involved in the assessment:	Patrick O’Dywer – Divisional Director Education Services Rajeshree Parmar – Team Manager, Admission Service						
Date of assessment (including review dates):	8 December 2015						

Stage 1: Overview

<p>1. What are you trying to do?</p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>On 16 February 2017, Cabinet will determine:</p> <ol style="list-style-type: none"> 1. <u>Admission arrangements for Community Schools for 2018/19</u>. It will be recommended that the admission arrangements for community schools include a criterion in the oversubscription criteria to give priority to “children of staff”. This criterion is permissible in legislation and most of the Academy and Free Schools in Harrow already have this criterion as part of their admission arrangements. Consultation on the proposed change took place between 6 December 2016 and 16 January 2017. 2. Note that we are consulting with schools regarding a slight change to the Fair Access Protocol (FAP). We would like to strengthen the thresholds for being considered by the panel and ensure that all applicants are treated equitably. We are therefore proposing changes to the protocol for children who move either into the borough or a new area. 3. Note that Cabinet will be asked to delegate authority to the Corporate Director to
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	<p>allow future admission arrangements to be determined without additional Cabinet approval where the admission arrangements are not being changed or consulted upon.</p> <p><u>This EqIA focusses on the proposed changes to the community admission arrangements for 2018/19</u></p>					
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</p>	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	
	Race		Religion or Belief	✓	Sex	✓
	Sexual Orientation		Other			
<p>3. Is the responsibility shared with another directorate, authority or organisation? If so:</p> <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment? 	<p>The responsibility for the school admissions arrangement for community schools lies with the Local Authority. In line with 1.44 of the School Admissions Code, admission authorities must consult for a minimum of 6 weeks if they are proposing changes or have not consulted within 7 years:</p> <ol style="list-style-type: none"> a) parents of children between the ages of two and eighteen; b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools); d) whichever of the governing body and the local authority who are not the admission authority; e) any adjoining neighbouring local authorities where the admission authority is the local authority; and f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination. 					

Stage 2: Evidence & Data Analysis

4. 4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.
5. (Where you have gaps (data is not available/being collated for any Protected Characteristic), you may need to include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	<p>The current admission arrangements for community schools does not give any priority to “children of staff”, where their parent(s) has been employed by the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been recruited to a vacant post where there is a demonstrable skills shortage.</p> <p>All seven of the responses received are in favour for the proposal and four of which are from Harrow residents.</p>	<p>The current system does not give priority to children of staff, however other schools in Harrow do use this criterion and since it has been introduced no school has admitted more than 2 pupils based on this criterion being applied to their application.</p> <p>Schools have indicated that they are having difficulties recruiting and have requested that this criterion be included in the admissions arrangements to ensure that they can provide the same offer to staff as other schools in the area.</p>
Disability (including carers of disabled people)	<p>The admission arrangements for community schools are inclusive of all children including children with disabilities or special educational needs whose needs can be met in mainstream schools.</p>	<p>The positive implications of the inclusive approach to children with disabilities are not impacted by the proposed change as children with disabilities are considered under a higher priority.</p>

Gender Reassignment	Not applicable in the context of school admission arrangements.	Not applicable.
Marriage / Civil Partnership	Not applicable in the context of school admission arrangements.	Not applicable.
Pregnancy and Maternity	Not applicable in the context of school admission arrangements.	Not applicable.
Race	The admission arrangements are for community schools that are inclusive of children from all races. Community schools draw pupils from their local area and the pupil profiles reflects the ethnicity of their areas. The application form does not request information on race.	The positive implications of the inclusive approach to children from all races are not impacted by the proposed change.
Religion and Belief	The admission arrangements are for community schools that are inclusive of children from all religions and belief. Community schools draw pupils from their local area and the pupil profiles reflects the ethnicity of their areas. The application form does not request information on religion.	The positive implications of the inclusive approach to children from all religions and belief are not impacted by the proposed change.
Sex / Gender	The admission arrangements are for community schools that are inclusive of children of both genders. Community schools draw pupils from their local area and the pupil profiles reflects their areas.	Not applicable.
Sexual Orientation	Not applicable in the context of school admission	Not applicable.

arrangements.

Stage 3: Assessing Potential Disproportionate Impact

5. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	✓	✓	✓	✓	✓	✓	✓	✓	✓

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

Stage 4: Further Consultation / Additional Evidence

6. 6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Who was consulted?	What do the results show about the impact on different groups /	What actions have you taken to address the findings of the
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What consultation methods were used?	Protected Characteristics?	consultation? E.g. revising your proposals
Go to Stage 6.		

Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)				Go to Stage 6.	
Disability (including carers of disabled people)				Go to Stage 6.	

Gender Reassignment				Go to Stage 6.	
Marriage and Civil Partnership				Go to Stage 6.	
Pregnancy and Maternity				Go to Stage 6.	
Race				Go to Stage 6.	
Religion or Belief				Go to Stage 6.	
Sex				Go to Stage 6.	
Sexual orientation				Go to Stage 6.	

8. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No		
	Go to Stage 6.				
9. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is it to happen?	Yes		No		
	Go to Stage 6.				
Stage 6 – Improvement Action Plan					
List below any actions you plan to take as a result of this Impact Assessment. These should include: <ul style="list-style-type: none"> Proposals to mitigate any adverse impact identified Positive action to advance equality of opportunity Monitoring the impact of the proposals/changes once they have been implemented Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this? 					
Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date	

Not applicable.				
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Stage 7: Public Sector Equality Duty

<p>10. How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to:</p> <ol style="list-style-type: none"> 1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 2. Advance equality of opportunity between people from different groups 3. Foster good relations between people from different groups 	<p>The local authority needs to ensure it has fair criteria in relation to community school admission and believes that including the children of staff criterion which is permissible in legislation, supports the community and schools. It is considered the change will not disadvantage children because only a very small number of pupils will be admitted under this criterion.</p>
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Stage 8: Recommendation

11. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

<p>Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.</p>	✓
<p>Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are listed in the Action Plan above.</p>	
<p>Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in Q12 below)</p>	

<p>12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.</p>	<p>Not applicable.</p>
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Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	EqIA Quality Assurance Group meeting on.		
Signed: (Lead officer completing EqIA)	<i>Rajeshree Parmar</i>	Signed: (Chair of DETG)	<i>Johanna Morgan, People Directorate</i>
Date:	30 December 2016	Date:	19 January 2017
Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	

APPENDIX C

**RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2018/19**

Name of school: Whitmore High School

Completed by: HEADTEACHER

1. COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2018-2019	AGREE	✓	DISAGREE	
Additional criteria for children of staff <p align="center">YES - agree</p>				
Any other comments about the admission arrangements.				

2. FAIR ACCESS PROTOCOL

FAIR ACCESS PROTOCOL	AGREE	✓	DISAGREE	
If you have any comments or disagree with the Fair Access Protocol, please indicate which section of the protocol you do not agree with.				

**RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2018/19**

Name of school: Whitmore High School

Completed by: Governing Body

1. COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2018-2019	AGREE	✓	DISAGREE	
Additional criteria for children of staff <p align="center">YES - agree</p>				
Any other comments about the admission arrangements.				

2. FAIR ACCESS PROTOCOL

FAIR ACCESS PROTOCOL	AGREE		DISAGREE	
If you have any comments or disagree with the Fair Access Protocol, please indicate which section of the protocol you do not agree with.				

From: Simon Goulden -*redacted*
Sent: 07 December 2016 16:08
To: Noreen Severyn
Subject: COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION
ARRANGEMENTS 20182019

Dear Noreen,
Being unable to make the required on-line response, I am writing to note that I agree with the staff priority option being suggested.

Yours,
Simon

Simon Goulden
Education Consultant
United Synagogue
Mob: *redacted*
Email: *redacted*



The United Synagogue is an authentic, inclusive and modern community built upon Jewish living, learning and caring.

Registered Charity No. 242552

From: FJ [[mailto: redacted](mailto:redacted)]
Sent: 15 December 2016 15:22
To: School Admissions
Subject: Children of staff criteria

Hi,

I am a harrow resident and I work for Harrow council(xx) as a teaching assistant). I have a two year old daughter who will be starting school in 2018. Unfortunately, due to xx school being out of my catchment area, my daughter will not be able to attend that school. By her attending a school closer to me will effect my working hours at my school. I will have to make changes to my current working hours because I will have to drop my daughter off to her school and then make my way to work. This issue will effect me and my employer and the children I work with because I will not be able support the children (at xx) as they start their day.

I think Harrow council should offer their employees, who work in schools and whose children attend the community schools in Harrow, the opportunity to send their children to the same school they work in.

By Harrow council offering the 'children of staff' the option of sending their children to the school they work in is a very thoughtful suggestion. I am very pleased about this consultation and looking forward to hearing the outcome. I am very supportive and I'm sure other Harrow council staff who work in schools, may share similar thoughts as me, will also be very pleased with this proposal.

To support this Harrow community admissions consultation, would I need to attend any consultations or need to complete any forms?

Thanks in advance.

Warm regards
Redacted

Sent from my iPhone

**RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2018/19**

Name: _____

Email address: _____

Telephone contact details: _____

1. COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2018-2019	AGREE Yes		DISAGREE	
Additional criteria for children of staff Agree - this seems a sensible change that may help retain staff. Can the rule be extended to LSAs too?				
Any other comments about the admission arrangements. None				

2. ANY OTHER COMMENTS

Any other comments

PLEASE RETURN TO noreen.severyn@harrow.gov.uk by 17th January 2017

**RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2018/19**

Name: _____

Email address: _____

Telephone contact details: _____

1. COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 20182019	AGREE		DISAGREE	X
Additional criteria for children of staff I agree with this amendment to the current admission arrangements				
Any other comments about the admission its. arrange				

2. ANY OTHER COMMENTS

Any other comments

Last year your previous Councillor for Schools (Cllr Brown) made an amendment to your summer born deferral policy. I.e More weight was given to parents' views when the panel decides if a summer born child can start in reception at compulsory school age.

However, this is not reflected in any of your arrangements, and it appears that this is a way of keeping this information away from parents who want to pursue this as an option. In fact, some staff members within the Harrow Admissions team actively try to dissuade parents to defer by using comments such as: 'They will be the biggest in the class and stand out.' This is both unprofessional and making parents unnecessarily nervous. It is not the place of Admissions staff to put parents off especially as in many cases the child is only a few weeks or days away from been naturally being born in the next cohort. Admissions staff should just be giving parents the facts.

Lastly, your forms say summer borns must apply for a reception place in their normal cohort instead of just applying for a reception place in the following year when they have reached compulsory school age. This is not in the Department for Education's Admissions policy so why do you word this so that it looks like this is the only option. Is this just for your administration purposes? If so, that is not a good enough reason. Please see Herefordshire's Admissions arrangements and policy that is very clear and lets parents know their rights.

I look forward to hearing from you on how you are going to make your guidance about this clearer so that parents know their rights and so that they know their view carries the most weight.

PLEASE RETURN TO noreen.severyn@harrow.gov.uk by 17th January 2017

**RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2018/19**

Name: _____

Email address: _____

Telephone contact details: _____

1. COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2018-2019	AGREE	✓	DISAGREE	
Additional criteria for children of staff				
Any other comments about the admission arrangements.				

2. ANY OTHER COMMENTS

<p>Any other comments</p> <p><i>Who & how is a decision made on to whether there is a demonstrable skills shortage?</i></p>

PLEASE RETURN TO noreen.severyn@harrow.gov.uk by 17th January 2017