
REPORT FOR: CABINET

Date of Meeting:	9 January 2020
Subject:	School Organisation –Community School Admissions Arrangements for 2021/2022 and SEND Place Planning
Key Decision:	Yes – As this affects more than more than one ward
Responsible Officer:	Paul Hewitt Corporate Director People Services
Portfolio Holder:	Councillor Christine Robson, 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 2021/2022 Appendix 2 – Consultation responses Appendix 3 – Equality Impact Assessment

Section 1 – Summary and Recommendations

This report presents the outcomes of the consultation on the Community School Admissions Arrangements for 2021/2022 and proposals to increase provision for pupils with SEND in accordance with the SEND Strategy.

Recommendations:

Cabinet is requested to:

1. Determine the community school admission arrangements for 2021/2022 academic year as enclosed in Appendix 1.
2. Delegate authority to the Corporate Director People Services, following consultation with the Portfolio Holder Children, Schools and Young People to allow future admission arrangements to be determined without additional Cabinet approval where there are no major changes to the admission arrangements, oversubscription criteria including changes in Published Admission Numbers.
3. Delegate authority to Corporate Director People Services, following consultation with the Portfolio Holder for Children, Schools and Young People, and consideration of consultation responses, to publish the statutory notices that will enable the increase of SEND provision in Harrow in accordance with the SEND Strategy.
4. Delegate authority to the Corporate Director People Services, following consultation with the Portfolio Holder for Children, Schools and Young People, to determine the notices that will enable the increase of SEND provision in Harrow in accordance with the SEND Strategy.

Reason: (For recommendations)

To enable the Local Authority to fulfil its statutory duties for SEND in the Children and Families Act 2014 and secure a continuum of provision and support with partners for pupils aged 0-25 with SEND and for Cabinet to determine the admissions arrangements for the 2021/2022 academic year.

Section 2 – Report

Introductory paragraph

1. This report covers two elements of school organisation: Admission Arrangements for Community Schools for September 2021 and Place Planning for SEND.
2. 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. This report outlines the draft admission arrangements for community schools and the consultation responses.
3. Harrow Council and its partners, including parents, schools, colleges, health and the voluntary sector, are ambitious for all children and young people and are committed to supporting them to achieve their best outcomes. Cabinet agreed the SEND Strategy in February 2019.

4. The SEND Strategy has four strategic priorities. Strategic Priority 1 aims to increase the continuum of provision in Harrow to meet the needs of pupils. This report outlines Harrow's approach to increase provision for pupils with SEND and an outline timeline to develop and implement Phases 1 and 2.

Options considered

5. The following options were considered for the Community School Arrangements:

Option 1: Do nothing

6. This is not recommended because there are currently a number of vacant school places which is creating challenges for schools in terms of pupil mobility and planning.

Option 2: Consult on Proposals to change Published Admissions Numbers

7. This is the recommended option because changes to the published admissions numbers contribute to the management of school places. Consultation is required to be undertaken before any proposals to inform the decision to make changes.

8. The following options were considered in relation to increasing provision for pupils with SEND in accordance with the SEND strategy:

Option: 1 Do nothing

9. This is not recommended, because it would fail to increase provision for children and young people with SEND and maximise the use of available resources.

10. Option 2: Continue the development and implementation of the SEND Strategy and Strategic Priority 1 to increase local provision in Harrow.

Option 2 is recommended because it enables the Local Authority to fulfil its role to champion vulnerable children and young people, parents and families and promote educational excellence including for those pupils with SEND. It has a statutory responsibility to ensure that there is sufficient high quality provision.

Community School Admission Arrangements 2021-2022

11. 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 schools admissions code.
12. Following discussions with schools, it is proposed to reduce the Published Admissions Numbers of the following schools for September 2021:
 - Longfield Primary School from 120 places to 90 places in Reception class
 - Roxbourne Primary School from 90 places to 60 places in Reception class

- Kenmore Park Infant School from 120 places to 90 places in Reception class
- Kenmore Junior School from 120 places to 90 places in Year 3

Consultation arrangements

13. In accordance with the School Admissions Code, as the admissions authority for community schools, Harrow Council is required to consult for 6 weeks before determining their admission arrangements if changes are proposed. Consultation took place between 11 November 2019 and 20 December 2019. The draft admission arrangements for community schools for 2021/2022 are at Appendix 1.
14. Full details of the proposed schemes of co-ordination, the proposed admission arrangements for 2021/22, 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;
15. 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).
16. The Local Authority also placed an advert in Harrow People's Magazine which is delivered to every household in Harrow.

Consultation Responses

17. There were two responses received and these are at Appendix 2.
18. Both respondents were not in agreement with the proposals to reduce the number of places in the schools listed. One expresses concern about there being sufficient places. The other respondent makes reference to their concerns that are not sufficient places at some schools and suggest that the number of places at Avanti House Primary School should be increased.
19. In considering the responses, officers are still of the view that the proposals to reduce the number of places are appropriate. The proposals are based on discussions with the schools and their experience of pupil numbers in reception classes over the last few years and consideration of the school roll projections. Harrow Council has the responsibility to ensure that there are sufficient school places in the area to meet demand. Based on the most recent projections officers are confident that if the proposed changes are made, the Council will continue to be in a position to offer all pupils a school place.

SEND Place Planning

20. The SEND Strategy was agreed by Cabinet in February 2019 and there are four strategic priority areas. Strategic Priority 1 relates to the need to review and increase provision for SEND. An up-date was provided to Cabinet as part of the School Organisation Report in July 2019. This Report included details of the growth in demand for Education Health Care Plans (EHCPs) since 2014-15 following the SEND Reforms extending the age range to 0-25 and the increase in the pupil population and information on placements within Harrow including the special schools.
21. Additional capacity was created in Harrow in 2015 across three special schools and Additionally Resourced Mainstream Schools (ARMS). Since then there has been a continued increase in demand for places for children and young people with severe and complex needs, with autism and 24 additional places have been created at Woodlands School and Belmont School in September 2018 and 2019 respectively.
22. The Harrow SEND Conversation, launched during the Summer, reiterated the need for a review of specialist provision and a review of ARMS provision to ensure that it meets the right needs through the various pathways.
23. Further work on analysing the needs of pupils with SEND has been undertaken in the context of the SEND Strategy, current pupil numbers and available places, and the demand for places in September 2020 both in reception and at the point of transfer to secondary school Year 7.
24. At this time there is no information on the next round of the Government's free school programme which would offer a route to increase special school capacity in Harrow if a bid were successful. Officers have developed an approach with an initial focus on the current provision. There are two priority areas for expansion in the short term: Places for pupils with severe and complex needs and/or ASD and ARMS provision for pupils with ASD and MLD.

Priority Areas for Expansion

SLD Place Planning Priorities

25. In terms of specific need, the numbers of children with severe learning difficulties (SLD) and or autistic spectrum disorder (ASD) has shown the biggest increase in numbers. In September 2018 and September 2019, 25 pupils were placed in Harrow through the expansion of Woodlands Primary School and the creation of the ARMS provision at Belmont School. The available specialist in-borough provision for primary pupils SLD and or, ASD is at capacity in the borough. In addition, the expansion of Woodlands School means that the number of pupils transferring to Kingsley School, on a year by year basis is projected to require more places than available currently with effect from September 2021. The pathway for Belmont Primary pupils will also require planning in advance of their secondary transfer.

26. SLD Priorities for September 2020-2023:
- Increase the number of places in the primary sector for children with SLD and or autism, including accommodating more complex needs with effect from September 2021
 - Increase the numbers of places in the secondary sector for children with SLD and or autism, including accommodating more complex needs with effect from September 2020

ARMS Place Planning

27. Currently, there are 42 ASD places in primary and 24 ASD places in Secondary Schools. The development of ARMS provision will ensure that there is a pathway from primary to secondary schools in ASD ARMS provision where appropriate. The size of the ASD ARMS provision will be based on creating 12-18 places per provision.
28. There are currently 12 ARMs primary places for children and young people with moderate learning difficulties (MLD) and 12 secondary school places in a single sex school. This priority will seek to create a pathway for boys and girls.
29. ARMS Priorities for September 2020-2023:
- Increase the numbers of places in the secondary sector for children with MLD and or autism, including accommodating more complex needs with effect from September 2020
 - Increase the number of places in the primary sector for children with MLD and or autism, including accommodating more complex needs with effect from September 2021
 - Review pathway for post 19 pupils attending MLD ARMs provision
30. To achieve this increase in provision will require the continuation of a whole systems approach that considers both special school places and ARMs places across the schools in the borough as a whole with officers and schools working collaboratively. It is proposed that an expansion programme is developed across several phases. This allows flexibility and new opportunities to be explored and realised over time.

Performance Issues

31. 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.
32. The proposed changes are not expected to have any impact on the performance indicators for education in Harrow.

Environmental Impact

33. It is expected that planning applications would be required for the development of sites for SEND provision and a school travel plan would be required.

34. There are no environmental impact implications arising from this report in relation to the Admissions Arrangements.

Data Protection Implications

35. There are no data protection implications arising from this report.

Risk Management Implications

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

37. The key risk related to the Admissions Arrangements is that the number of applications and pupils increases. This will be mitigated by reviewing the PAN and increasing where appropriate. By reducing the PANs as proposed, there is no reduction to accommodation.
38. The main risks for the SEND Strategy and increasing the local provision in Harrow are the engagement with partners and availability of resources. Officers are working closely with partners to develop the Strategy and its implementation, for example the SEND Conversation, and with individual schools to develop options. SEND funding is provided by the DfE through the National Funding Formula. The Strategy will need to be delivered within the constraints of the funding available.

Procurement Implications

39. There are no procurement implications arising from this report at this stage. If capital works are required for the SEND provision, then there will be specific procurement and commissioning undertaken for various elements and procurement routes will be explored to secure value for money.

Legal Implications

40. 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 coordinate 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.
41. 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.
42. 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.

43. The Council has a statutory duty under the Education Act 1996 to ensure the provision of sufficient schools for the provision of primary and secondary education in their area.
44. Under s.14 of the Education Act 1996, a local authority shall secure that sufficient schools for providing primary and secondary education are available in their area. Sufficient means sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education.
45. In meeting this duty, a local authority must do so with a view to securing diversity in the provision of schools and increasing opportunities for parental choice.
46. There is a presumption that if any new school is needed, this will be secured via the free school route and the Local Authority is required to invite proposals for a free school provider. As part of this process, the Local Authority is expected to identify a site.
47. Under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, local authorities and governing bodies must follow a statutory process for making certain changes to maintained schools including provision for SEN. The statutory guidance on making prescribed alterations to maintained schools, states that a fair process must be followed for changes that are not prescribed.
48. The Council must ensure it meets its public law duties when making decisions, including meeting its public sector equality duty. It must consider all relevant information, disregard irrelevant information, act in accordance with the statutory requirements and make its decision in a fair and transparent manner. Any proposals that arise from the strategy to increase or change educational provision will be informed and subject to consultation and engagement with partners and stakeholders including parents. The Council has engaged with stakeholders on the Strategic Priorities, the ARMs model and the proposal for a new special free school. Statutory processes were followed to create additional provision at Woodlands Primary School and Belmont School.
49. The Children and Families Act 2014 requires local authorities to keep their educational, training and social provision for children and young people with SEN under review, to ensure integration between these provisions and to promote wellbeing and improve quality of provision for children and young people with SEND.

Financial Implications

50. There are no financial implications arising from this report for Admission Arrangements.

Revenue Funding

51. There are significant pressures on the High Needs Block of the DSG due in part to a new national funding formula for High Needs being introduced in 2018-19 and continued growth in demand for and complexity of Education Health and Care Plans (EHCPs) and children requiring specialist SEND provision. The overspend projected in 2019-20 is £4.1m. Part of this is as a result of the SEND Reforms 2014 which increased the age range of pupils eligible for EHCPs from 0-25 years old compared with 5-19 years old prior to this. No additional funding has been received in the HNB to recognise the extended age range.
52. The current provision in borough is also at capacity and therefore the growth in pupils are increasingly placed in out of borough provision
53. A key priority of the SEND Strategy is to enable more children to be educated in the borough which is more cost effective than children being educated at out of borough SEND provision in either maintained/academy provision or particularly in the independent and non-maintained sector which can be in excess of £60k pa compared with £25k-£30k in Harrow. In addition this also causes pressure on the SEND home to school transport budget which is funded through the council's general fund.

Capital Funding

54. There is currently £6.8m built into the capital programme for SEND provision which is not yet committed to specific projects. Of this, £3.16m is funded by a DfE capital grant for special provision and the remainder is funded by Council borrowing.

Equalities implications / Public Sector Equality Duty

55. Section 149 of the Equality Act 2010 requires that public bodies, in exercising their functions, have due regard to the need to (1) eliminate discrimination, harassment, victimisation and other unlawful conduct under the Act, (2) advance equality of opportunity and (3) foster good relations between persons who share a protected characteristic and persons who do not share it.
56. An initial review of Equalities Impact has been undertaken and the overall conclusion of these assessments is that the implications are either positive or neutral. In particular increase in special school provision will help to ensure sufficient school places for the increasing numbers of children with special educational needs in Harrow. The assessments have not identified any potential for unlawful conduct or disproportionate impact and conclude that all opportunities to advance equality are being addressed. The equalities implications will be kept under review and updated following receipt of any consultation responses and the updated assessment will be considered by the Corporate Director when making a decision.
57. Harrow's schools are successful, inclusive and provide a diversity of provision. By acting to ensure all children in Harrow have access to a high quality school place, Harrow is promoting equality of opportunity for all children and young people.

Council Priorities

58. The Council's vision is: Working Together to Make a Difference for Harrow. The Council Priorities are as follows:

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

59. The Council Strategic Themes are to:

- Build a Better Harrow.
- Be More Business-like and Business Friendly.
- Protect the Most Vulnerable and Support Families

60. The recommendation supports these priorities and strategic themes by:

- Ensuring Harrow Council fulfils its statutory duties to provide sufficient school places in its area.
- Providing high quality local mainstream and special educational need provision in schools for children close to where they live.
- Seeking to secure further investment in schools in Harrow for the benefit of its residents.

Section 3 - Statutory Officer Clearance

Name: J.Frost	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 12 December 2019		
Name: S.Clarke	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 11 December 2019		
Name: Lisa Taylor	<input checked="" type="checkbox"/>	on behalf of the Head of Procurement
Date: 11 December 2019		

Name: Paul Hewitt

Corporate Director

Date: 20 December 2019

Ward Councillors notified:

No as it impacts on all Wards

EqIA carried out:

EqIA cleared by:

YES for the Admission Arrangements. EQiAs will be undertaken for each of the proposals to create additional SEN provision.

Section 4 - Contact Details and Background Papers

Contact: Johanna Morgan, Divisional Director People Services, email: johanna.morgan@harrow.gov.uk tel:020 8726 6841

Background Papers: None

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

No

**PROPOSED ADMISSION ARRANGEMENTS FOR HARROW COMMUNITY
SCHOOLS
FOR 2021/2022
(INCLUDING PRIMARY AND SECONDARY SCHEMES OF CO-ORDINATION)**

PART A(i)	Primary School Planned Admission Numbers for Admission to School in September 2021
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 2021/22

Primary School Planned Admission Numbers for Admission to School in September 2021

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

* The Published Admission Number (PAN) is proposed to be reduced to the number stated.

PART A(ii)

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 2021.

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 2021 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 2021
 - a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 12 February 2021
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 2021 if the property has not been occupied
 - confirmation that tenancy has ceased by 12 February 2021 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 2021 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.

ARMED FORCES FAMILIES

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the admission authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

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 2020. However, Harrow will publish information which encourages applicants to submit their application by **23 October 2020 (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 10 December 2020.

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 10 December 2020.
 - a tenancy agreement, which comes into effect on or before 10 December 2020.

2. If you are returning from abroad you will need to provide:
 - a council tax bill confirming re-occupation of your property by 10 December 2020, if your property has not been occupied.
 - confirmation that tenancy has ceased by 10 December 2020, if your property has been rented during your absence
 - confirmation from your employer that you will return to the UK by 10 December 2020 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.

ARMED FORCES FAMILIES

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the admission authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

ADMISSION TO HARROW SIXTH FORM COLLEGIATE

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

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

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

DEFINITION OF TERMS USED IN COMMUNITY SCHOOL ADMISSION ARRANGEMENTS

Distance

The home address is where a child normally lives. Distance is measured in a straight line from home to school, using a computerised mapping system based on Ordnance Survey data. Harrow community schools are mapped onto the system. The journey is measured in a straight line from the unique address point for the home address to the 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.

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 Schemes for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2021/2022

Contents

Definitions used in this document

Scheme for co-ordination of admissions to Year 7 in September 2021

Scheme for co-ordination of admissions to Reception in September 2021

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 Schemes for Co-ordination of Admissions to Year 7 and Reception in 2021/2022

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 Register”	the document containing the address verification policy of each participating LA
“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, or within whose area an academy is situated, for which a preference has been expressed
“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
Scheme for Co-ordination of Admissions to Year 7 in 2021/2022

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 or academy, either in Harrow or any other maintaining LA, is informed how they can access Harrow's composite prospectus and apply online. Parents/carers who do not live in Harrow will have access to Harrow's composite prospectus, which will advise parents/carers to contact their home LA if they are 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 composite prospectus 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. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements . 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 2020**.
10. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **12 November 2020**.
11. Harrow will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Harrow to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2020**.

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 2020**. However, Harrow will publish information which encourages applicants to submit their application by **23 October 2020 (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 **12 November 2020**. 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. Harrow will send application data to all its school within 2 weeks of 12 November 2020 and request that all school rank these applications and in

line with their published oversubscription criteria. Any further preferences or applications which are deemed to be on time will be sent to all schools after the 11 December 2020 and schools will be expected to include these preferences in their ranked lists. Ranked lists will need to be sent to Harrow LA by a date in January agreed with schools.

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 2020**.
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 **10 December 2020**, 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 **14 December 2020 and 4 January 2021** 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 to comply with paragraph 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 for all maintained schools and academies in Harrow 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 **29 January 2021**. 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 **12 February 2021** if this is sooner.

24. Harrow will not make an additional offer between the end of the iterative process and **1 March 2021** 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 a maintained school or academy in Harrow, 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 **15 and 22 February 2021** 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 2021**. (33 London LAs & Surrey LA only).

Offers

28. Harrow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. 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 2021**, 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 2021.

Post Offer

33. Harrow will request that resident applicants accept or decline the offer of a place by **15 March 2021**, or within 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 2021**, Harrow will forward the information to the maintaining LA by **22 March 2021**. Where such information is received from applicants after **15 March 2021**, 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 place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Harrow's area, the admission authority will inform Harrow of a potential offer, in order that the offer may be made by the home LA.
38. 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.
39. 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.
40. 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.
41. 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.
42. When acting as a home LA, when Harrow has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.

43. 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.
44. When acting as a maintaining LA, Harrow will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. Harrow, when acting as a maintaining LA, after National Offer Day will continue to maintain the waiting list for all schools with the LA and co-ordinate offers.
46. Harrow, when acting as a home LA, will set a timetable for making offers post National Offer Day and publish this on Harrow Council's website. The second round of offers will be made the week beginning 29 March 2021 at the very latest. Subsequent offers will initially be made every two weeks and from the beginning of June offers will be made weekly.
47. Harrow, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.
48. 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.
49. 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

LA Scheme for Co-ordination of Admissions to Reception/Junior in 2021/22

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 or academy, either in Harrow or any other maintaining LA, is informed how they can access Harrow's composite prospectus and apply online. Parents/carers who do not live in Harrow will have access to Harrow's composite prospectus, which will advise parents/carers to contact their home LA if they are 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 composite prospectus 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 to comply 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 **12 February 2021**.
9. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **5 February 2021**.
10. Harrow will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Harrow to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2021**.

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 2021**.
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 2021**. 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. Harrow will send application data to all its school within 2 weeks of 5 February 2021 and request that all school rank these applications and in line with their published oversubscription criteria. Any further preferences or applications which are deemed to be on time will be sent to all schools after 12 February 2021 and schools will be expected to include these preferences in their ranked lists. Ranked lists will need to be sent to Harrow LA by a date in March agreed with schools.
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 **11 February 2021**.
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 **11 February 2021**, 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 **15 and 26 February 2021** 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 to comply with paragraph 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 for all maintained schools and academies in Harrow 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 **19 March 2021**. 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 **26 March 2021** if this is sooner.
23. Harrow will not make an additional offer between the end of the iterative process and the **16 April 2021** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Harrow, 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 **29 March and 10 April 2021** 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 **13 April 2021**. (33 London LAs & Surrey LA only).

Offers

27. Harrow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. 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 2021**, 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 2021.

Post Offer

32. Harrow will request that resident applicants accept or decline the offer of a place by **30 April 2021**, 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 2021**, Harrow will forward the information to the maintaining LA by **7 May 2021**. Where such information is received from applicants after **30 April 2021**, 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 place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area.
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 36 and 37 shall apply to the revised order of preferences.
41. 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.
42. When acting as a home LA, when Harrow has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
43. 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.
44. When acting as a maintaining LA, Harrow will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

45. Harrow, when acting as a maintaining LA, after National Offer Day will continue to maintain the waiting list for all schools with the LA and co-ordinate offers.
46. Harrow, when acting as a home LA, will set a timetable for making offers post National Offer Day and publish this on Harrow Council's website. The second round of offers will be made the week beginning 10 May 2021 at the very latest. Subsequent offers will initially be made every two weeks.
47. Harrow, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.
48. 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.
49. 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**

**Minimum Content of Common Application Form for Admissions to Year 7 and
Reception in 2021/22**

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 recommended):

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 an Education, Health and Care Plan Y/N
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements 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

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2021/22

From: Home LA

Date: **1 March 2021 (sec)**
16 April 2021 (prim)

Dear Parent/Carer,

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 has a higher priority than your child under the school's published admission criteria.

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

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

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

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

You 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 2021 (sec)** / **30 April 2021 (prim)**. If you have any questions about this letter, please contact me on*

_____.

Yours sincerely

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

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

Timetable for Admissions to Year 7 in 2021/22

Date	Process	Paragraph
Fri 23 Oct 2020	Published closing date (Friday before half-term)	12
Sat 31 Oct 2020	Statutory deadline for receipt of applications	12
Thurs 12 Nov 2020	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Fri 11 Dec 2020	Deadline for the upload of late applications to the PLR.	17
Mon 14 Dec 2020 – Mon 4 Jan 2021	Checking of application data	19
Fri 29 Jan 2021	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Fri 12 Feb 2021	Final ALT file to PLR	23
Mon 15 – Mon 22 Feb 2021	Checking of offer data	26
Tues 23 Feb 2021	Deadline for on-line ALT file to portal	27
Mon 1 Mar 2021	Offer letters posted.	31
Mon 15 Mar 2021	Deadline for return of acceptances	33
Mon 22 Mar 2021	Deadline for transfer of acceptances to maintaining LAs	34

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

Timetable for Admissions to Reception/Junior in 2020/21

Date	Process	Paragraph
Fri 15 Jan 2021	Statutory deadline for receipt of applications	11
Fri 5 Feb 2021	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Fri 12 Feb 2021	Deadline for the upload of late applications to the PLR.	16
Fri 15 – Fri 26 Feb 2021	Checking of application data	18
Fri 19 Mar 2021	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Fri 26 Mar 2021	Final ALT file to PLR	22
Mon 29 Mar – Fri 9 Apr 2021	Checking of offer data	25
Tues 13 Apr 2021	Deadline for on-line ALT file to portal	26
Fri 16 April 2021	Offer letters posted.	30
Fri 30 April 2021	Deadline for receipt of acceptances	32
Fri 7 May 2021	Deadline for transfer of acceptances to maintaining LAs	33

**Scheme for Co-ordination for In-Year Admissions
2020/21**

Contents

	Definitions
Section 1	Applications
Section 2	Processing
Section 3	Offers
Section 4	Post-Offer
Section 5	Waiting Lists

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 five days..
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 to 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 2017

PART G

HARROW'S RELEVANT AREA

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

September 2010

RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2021-2022

Name: _____

Email address: _____

Telephone contact details: _____

1. COMMUNITY PRIMARY SCHOOL AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY SCHOOL AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2021-2022	AGREE		DISAGREE	
We are not proposing any changes to the oversubscription criteria. Agree				
Any comments about the admission arrangements? I dont want any changes in the particular school you are mentioned that over subscription area. because the students who studied those school were good behaviours and well educated.I'm looking forward to get admission for my son to one of these school.				

COMMUNITY PRIMARY SCHOOL AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2021-2022	AGREE		DISAGREE	
We are proposing to reduce the Published Admissions Number (PAN) for the following schools for September 2021:				
<ul style="list-style-type: none"> • Longfield Primary School from 120 to 90 pupils for Reception class • Roxbourne Primary School from 90 to 60 pupils for Reception class • Kenmore Park Infant School from 120 to 90 pupils for Reception class • Kenmore Juniors School from 120 to 90 for Year 3 				
The Local Authority will continue to have sufficient places to meet the demand for places and these reductions in PAN are being proposed to support schools. If you have any other comments about the changed to PANs, please list them below.				

--

2. ANY OTHER COMMENTS

Any other comments

PLEASE RETURN TO raj.parmar@harrow.gov.uk by 20th December 2019

**RESPONSE: COMMUNITY SCHOOL ADMISSION ARRANGEMENTS AND FAIR
ACCESS PROTOCOL
2021-2022**


Name: [REDACTED] _____

Email address: [REDACTED] _____

Telephone contact details: _____

1. COMMUNITY PRIMARY SCHOOL AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS

COMMUNITY PRIMARY SCHOOL AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2021-2022	AGREE		DISAGREE	
We are not proposing any changes to the oversubscription criteria.				
Any comments about the admission arrangements?				

COMMUNITY PRIMARY SCHOOL AND WHITMORE HIGH SCHOOL ADMISSION ARRANGEMENTS 2021-2022	AGREE		DISAGREE	
We are proposing to reduce the Published Admissions Number (PAN) for the following schools for September 2021:				
<ul style="list-style-type: none"> • Longfield Primary School from 120 to 90 pupils for Reception class • Roxbourne Primary School from 90 to 60 pupils for Reception class • Kenmore Park Infant School from 120 to 90 pupils for Reception class • Kenmore Juniors School from 120 to 90 for Year 3 				
The Local Authority will continue to have sufficient places to meet the demand for places and these reductions in PAN are being proposed to support schools. If you have any other comments about the changed to PANs, please list them below.				
<small>Disagree. Unless action has been taken to increase gross places in highly oversubscribed Avanti-House Primary School, Stanmore; And unless concrete action's taken to start the the Avanti Fields Primary school (which had the permission to open from Dept. of Education, but couldn't open due to lack of premises) to start at one of these schools where places are being curtailed, in high number. Thanks</small>				

Disagree. There's acute shortage of school places in this area of London. Unless action has been taken to increase gross places in highly oversubscribed schools like- Avanti-House Primary School, Stanmore; And unless concrete action's taken to start the the Avanti Fields Primary school (which had the permission to open from Dept. of Education, but couldn't able open due to local authorities failing to provide the help in getting school premises) & to start the Extension of popular Avanti-House Primary OR the Avanti Field school at one of these school premises, where places are being curtailed, in such a high numbers year on year. Kindly co-ordinate with Brent Coucil, who is sending lots of children through to Avanti Schools but at the same time failed to open Avanti school, despite Ministry of Education providing permission for opening a school on boarders of Harrow & Brent.

Also, any reduction in school places should be with local MP and the new HM Government Cabinet minister of Education. Thanks

2. ANY OTHER COMMENTS

Any other comments

PLEASE RETURN TO raj.parmar@harrow.gov.uk by 20th December 2019

Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)

Type of Decision:

Title of Proposal	Determination of Community School Admission Arrangements – Academic Year 2020/2021	Date EqIA created 4/12/2019
Name and job title of completing/lead Officer	Rajeshree Parmar – Head of School Organisation, Admissions and Attendance	
Directorate/ Service responsible	People Services	
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name Alex Dewsnap, Director of Strategy	Signature A. Dewsnap <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA

Date of approval: 19 December 2019

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions
(to be completed after you have completed sections 2 - 5)

a) What is your proposal? 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. A consultation on proposals to reduce the Published Admission Number (PAN) at several primary schools in Harrow on the proposed changes started on 11 November 2019 for 6 weeks. The Consultation will close on Friday 20 December

On 9 January 2020, Cabinet will be asked to consider the consultation responses and determine the proposals accordingly.

b) Summarise the impact of your proposal on groups with protected characteristics

The proposal should not have any impact on groups with protected characteristics. The proposals will reduce the number of school places to align them with the level of demand and numbers of pupils applying for a school place.

c) Summarise any potential negative impact(s) identified and mitigating actions

There are no potential negative impacts.

2. Assessing impact

You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to [borough profile data](#), [equalities data](#), service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on **each** group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box	Positive	Negative impact	No impact
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	on the right to indicate the outcome of your analysis.		Minor	Major	
Age	Harrow's Published School Roll Projections show that we have surplus places in schools in certain planning areas. This information together with application numbers and data on pupils on roll at schools have been used to work with schools to determine whether the number of places available for Reception and Year 3 for 2020 admission numbers should be reduced. This will mean we will still have sufficient places for any Harrow Resident who applied for a place in Reception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	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. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	Not applicable in the context of school admission arrangements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	Not applicable in the context of school admission arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	Not applicable in the context of school admission arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Race/ Ethnicity	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	The admission arrangements are for community schools that are inclusive of children of all genders. Community schools draw pupils from their local area and the pupil profiles reflects their areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	Not applicable in the context of school admission arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?

Yes No

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic

factors etc), could your proposals have an impact on individuals/service users, or other groups?

Yes No

If you clicked the Yes box, Include details in the space below

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

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

Include details in the space below

The local authority needs to ensure it has fair criteria in relation to community school admission and believes that reducing the number of school places at the named schools in Harrow will not negatively impact on the community and schools. It is considered the change will not disadvantage children because there are sufficient places in schools in Harrow and currently the schools that have been identified are not filling to capacity.

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

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

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here