

LONDON BOROUGH OF HARROW

Meeting:	CABINET
Date:	14 October 2003
Subject:	Consultation on Admission Arrangements 2005/2006
Key decision:	Yes
Responsible Chief Officer:	Paul Osburn Executive Director, People First
Relevant Portfolio Holder:	Cllr Bill Stephenson Portfolio Holder, Education and Lifelong Learning
Status:	Part 1
Ward:	All
Enclosures:	Appendix A Timetable for determination of admission arrangements Appendix B Admission arrangements 2004 Appendix C(i) Proposed scheme of co-ordination for 11+ transfer Appendix C(ii) Proposed scheme of co-ordination for 12+ transfer Appendix C(iii) Proposed scheme of co-ordination for primary admissions Appendix D Examples of how equal preference system works Appendix E Consultation response pro-forma.

1. **Summary**

This report details the recommendations of the Harrow Admissions Forum in relation to consultation about admission arrangements for the academic year 2005/2006. The proposed arrangements need to be approved by Cabinet now to meet the consultation timetable so that arrangements are in place by the determination date for admission arrangements for 2005 of 15 April 2004.

2. Recommendations (for decision by Cabinet)

- 2.1 The Cabinet is requested to agree to consult with Harrow's Voluntary Aided Governing Bodies on its schemes of co-ordination for admissions as set out in Appendix C(i), C(ii) and C (iii) prior to consulting with neighbouring authorities.
- 2.2 The Cabinet is requested to agree to consult with Community and Voluntary Aided Governing Bodies on proposed changes to the admission arrangements to apply to Harrow community primary and high schools for intake to school in 2005.
- 2.3 The Cabinet is requested to agree consultation arrangements through Governing Bodies, the Early Years Development and Childcare Partnership and Education Consultative Forum and for schools to make arrangements to consult with parents through their normal channels of communication.

REASON: Admission authorities are required to consult before determining admission arrangements.

3. Consultation with Ward Councillors

- 3.1 N/A

4. Policy Context (including Relevant Previous Decisions)

- 4.1 The School Standards and Framework Act 1998 introduced a new statutory requirement for admission authorities in an area to consult each other before determining their admission arrangements. Harrow is the admission authority for all of the community schools, whereas individual governing bodies are the admission authority for voluntary aided schools. Following consultation admission authorities are required formally to determine those admission arrangements. For the 2005/2006 academic year Harrow is required to determine admission arrangements by 15 April 2004.

In addition, the Education Act 2002 introduced a new statutory requirement for every LEA to draw up a scheme to co-ordinate admissions for all maintained schools within its area (in-LEA co-ordination) from September 2005. LEAs were encouraged to introduce such a scheme for secondary admissions earlier if at all possible. In line with the majority of London authorities, Harrow introduced an in-LEA scheme for admissions to high schools for September 2004.

Admission authorities were advised that further regulations would be introduced at a later date requiring full co-ordination, not only within but also between LEAs (inter-LEA co-ordination). Following detailed discussion, London LEAs agreed to proceed with a full pan-London inter-LEA scheme to co-ordinate admissions by residence. The rationale for an inter-LEA scheme is to ensure that multiple offers are eliminated and that most parents receive a single school offer, on the national offer day of 1 March. A Pan-London Register is to be developed that will enable London LEAs to share data in order to eliminate multiple offers.

Harrow is required to consult on its Schemes of Co-ordination by 1 January 2004 and to have notified the Secretary of State by 15 April 2004 that its scheme is in place.

5. **Relevance to Corporate Priorities**

- 5.1 This report addresses the Council's stated priority to promote Harrow as a centre of lifelong learning, by offering the highest quality education services, by raising aspirations and outcomes of achievement and by providing activities for cultural, artistic and leisure pursuits which reflect the profile and the interests of all local communities.

6. **Background Information and options considered**

The Harrow Admission Forum at its meeting on 9 June 2003 agreed a timetable (Appendix A) for the determination of admission arrangements for the academic year 2005/2006. The Forum also established a Working Party to review the current admission arrangements (Appendix B), to make proposals in relation to these and to formulate Harrow's schemes of co-ordination based on the model adopted by London LEAs.

At its meeting on 22 September 2003, the Harrow Admissions Forum will be asked to agree to consult on the following proposals.

6.1 **ADMISSION ARRANGEMENTS FOR PRIMARY AND HIGH SCHOOLS**

Harrow's Co-ordinated Admissions Schemes

Statutory regulations set out the duty on LEAs to formulate schemes to co-ordinate primary and secondary admissions. Such schemes will apply to intakes from September 2005.

Co-ordinated Secondary Admissions

The School Admissions Code of Practice sets out a model that meets all the legal requirements of such a scheme and stipulates that the scheme must be passed to the Admissions Forum for review and possible amendment. The main element of a co-ordinated secondary admissions scheme is that parents apply on a common application form to their home LEA. The parents' list of preferences can include schools within the home LEA area as well as schools in any other area. LEAs are then required to share information to ensure that applicants receive an offer of one school place only.

London LEAs and neighbouring counties established a pan-London Co-ordinated Admissions Executive Board to develop a scheme for secondary admissions. LEAs were consulted and agreed some mandatory and some desirable elements of such a scheme. The scheme was put together, with legal advice, and a template was sent to Chief Education Officers in London and neighbouring counties. There is no requirement on LEAs to use this template. In order to achieve consistency, the Co-ordinated Admissions Executive Board strongly encourages LEAs to include as many elements of the model as possible. Harrow's Co-ordinated Scheme for 11+ admissions to Harrow Voluntary Aided and out-borough schools and 12+ scheme for admission to Harrow Community Schools have been developed using this template and are attached at Appendix C(i) and C(ii).

Co-ordinated Primary Admissions

The statutory requirements for co-ordinated primary admissions are similar to secondary. The main difference is that LEAs are only required to co-ordinate admissions for maintained schools within their area. For Harrow the scheme of co-ordination will cover all its community and voluntary aided primary schools. Parents who live in Harrow but who wish to apply for a school in another LEA will apply direct to that LEA. Where cross-border applications are made LEAs are required to inform each other of the outcome of such applications, in order to monitor cases where more than one offer has been made. In their scheme of co-ordination LEAs are required to make clear how parents apply for schools beyond the home LEA's boundaries. Harrow's scheme states that parents receiving the offer of more than one school place will be given the opportunity of deciding which place to accept. It also specifies that if parents are unwilling to do this then Harrow will liaise with the relevant LEA about withdrawing one of the offered places. A copy of Harrow's Co-ordinated Scheme for Primary Admissions is attached at Appendix C (iii).

Referral of schemes of co-ordination to the Harrow Admissions Forum

Harrow's schemes of co-ordination were presented to the Admission Forum at its meeting on 22 September 2003. The Admission Forum agreed to consult on the proposed schemes, subject to minor amendments on the consultation process and further work on the practical implications of the proposed changes.

Computer system for co-ordinated admissions

Harrow will need to replace its existing system, which is not compatible with the PAN-London Register.

It has been decided to replace the existing admissions system with the Capita Admissions Module. Harrow already uses the following Capita EMS modules:

PULSE, which is the main database for children in Harrow schools.

Special Educational Needs.

Governors.

Student Support.

Exclusions.

The Admissions System will benefit from being part of a fully integrated data system. However, the Capita system uses Arc View GIS system for measuring home to school journeys. This will require the purchase of additional licences and

some data input in order to ensure the address database is accurate and up-to-date.

6.2 **RECOMMENDATIONS OF THE HARROW ADMISSIONS FORUM WORKING PARTY**

Admission authorities are required to have admissions criteria that are fair, objective and easy for parents to understand. The majority of admission authorities have simple admission arrangements that give priority to children with a Statement of Special Educational Needs, Looked After Children, children/parent(s) with an agreed medical claim, siblings and distance. In addition to these criteria, Harrow's admission arrangements also involve priority roads, single and dual linked schools, random computer selection and extended sibling links. In making their proposals members of the Working Party have given options that simplify the arrangements and make them easier for parents to understand.

Equal Preference System (to apply to primary and secondary admissions)

An Equal Preference System means that all preferences listed on the application form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, the rankings are used to determine the school offered by selecting the one ranked highest of the places offered. Appendix D gives examples of how this will work in practice. As a result of the introduction of co-ordinated admissions LEAs have been obliged to review their admission arrangements. The majority of London LEAs (around 75%) and Hertfordshire County Council have already agreed to adopt an Equal Preference System. The remaining LEAs are currently consulting prior to changing to this system. An Equal Preference System is the DfES preferred option for admissions and London Chief Education Officers have agreed to support this as the method for allocating school places. If Harrow does not adopt an Equal Preference System it will mean that we are out of step with neighbouring LEAs. Harrow parents will have to understand the complexities of both a first preference and an equal preference system.

A further advantage of a change to an Equal Preference system will mean that Bentley Wood High School will be treated in exactly the same way as the co-educational high schools. Following the last major consultation on high school admissions in 2001 concern was raised about the appropriateness of the arrangements for Bentley Wood. It was felt there was an anomaly in the current arrangements that effectively gave some parents two first preferences. This would be removed under an Equal Preference System

Tie-breaker – distance from home to school (to apply to primary and secondary admissions)

Harrow uses a computerised mapping system that has been specifically designed for LEAs and which is based on Ordnance Survey data.

The tie-breaker is a means of ranking applications in priority order. It does not make any judgment about the length of the journey or how the pupil will make the journey, i.e. walking, driven by car, public transport, cycling, etc. It is purely a means of determining which pupils will be offered places if the school is oversubscribed. The current system is based on shortest, safe walking route and does not use alleyways, paths through parks, industrial estates or other shortcuts. A number of parents have complained about this system as they say there is a shortcut their child can take, which they consider to be quite safe. Many admission authorities (including Harrow voluntary aided schools) have changed from shortest, safe walking route to “as the crow flies” measurements. This approach is very straightforward and easy to understand. It is less likely to produce challenges than other measurement systems.

Priority roads (to apply to primary school admissions)

From September 2004, the admission rules give priority to children with a Statement of Special Educational Needs, to child/parent with an agreed medical claim, to Looked After Children and to children with a brother/sister attending the preferred school. After all these children have been allocated places, Harrow uses its priority roads system to rank pupils in priority order. The priority roads system was introduced in 1981 and was last reviewed in 1994. It is a system that looks not only at distance from home to school but also availability and accessibility of other schools. Many parents have indicated they find the system complicated and cannot understand the rankings for their home address. Since the last review in 1994, amendments have been made to take into account new developments in Harrow (e.g. Cannon Lane and RAF Stanmore Park). The system is now in need of a further major review. Because of the speed of housing developments and infill building in the borough the system will require regular and systematic reviews in the future, which will have associated costs. Additionally, Harrow’s current Admissions system has to be replaced to allow for co-ordinated admissions and links with the Pan-London Register. None of the off-the-shelf computer packages offer the facility to run priority roads, so there will be a one-off cost for a customised enhancement with on-ongoing support costs (see Section 8). There will be major resource implications for Harrow in maintaining the priority road system.

At the time it was introduced there were no computerised measuring systems. Harrow’s priority roads system gave a means of ranking applications without the need for hundreds of individual, manual home to school measurements.

With the advent of GIS systems that measure home to school journeys, the vast majority of LEAs now use distance from home to school as the main determinant for school places. Changing from the priority roads system to distance would mean Harrow is in line with other admissions authorities.

All pupils will be allocated a place in a Harrow primary school whether priority roads or distance is the main criterion for primary school admissions.

Single intake to Reception (to apply to primary school admissions)

The present admission rules only allow for a dual intake to Reception. Children born between 1 September and end February start school in September. Children born between 1 March and 31 August start school in January.

The majority of neighbouring LEAs and Harrow's voluntary aided schools already admit children to school in one intake in September.

A single entry point to reception means all children can benefit from a full year in Reception class. It also assists schools in beginning to address the under achievement of spring and summer born children highlighted in NFER studies undertaken the late 1990s. It assures equality of opportunity for all children and parents, with summer born children enjoying the same rights as those born earlier.

In 1996 Governing Bodies and other parties were consulted on a proposal to change to a single intake. At that time support for a single intake was mixed. Since then a number of schools, particularly those on the borough boundaries, have indicated they would very much like to be able to admit all children in September. This would bring their admission arrangements in line with neighbouring LEAs.

It is accepted that some schools may not want to adopt a single intake. The consultation document, however, gives clusters of schools an opportunity to take part in a pilot to evaluate the effects of a single intake in their area.

Deferred entry to Reception (to apply to primary school admissions)

The School Standards & Framework Act 1998 expects the admission authority to facilitate deferred entry to primary schools. This is not a statutory requirement.

The School Admissions Code of Practice advises that where children start in reception before they are of compulsory school age, parents should be offered the option of deferring their child's entry until later in the school year. The effect of this is that the place is held for that child and is not available for another child.

Parents are not required to send their child to school until the term after the child's fifth birth. They cannot, however, defer entry beyond the beginning of the term after their child's fifth birthday.

Only those children who are on roll on count day (the third Thursday in January) qualify for the pupil age weighting under the Local Management of Schools' formula. This means that a school's annual budget is calculated on the basis of the number of children who are on the school's roll at that specified time. To ensure that schools are appropriately funded it is proposed that the decision to defer entry will only apply up to count day. It is not possible for a parent to defer their child's entry beyond count day. Parents who wish their child to start school after the third Thursday in January will need to apply for a place on an as and when basis. At that time it is possible their child may not be offered a place in their preferred school because it is already full.

Nursery admissions (to apply to admissions to Nursery classes)

If a single intake to Reception is adopted, then there will be implications for admissions to LEA nursery classes. LEA nursery classes would be likely to provide mainly for three year old children who would spend a longer period in the nursery class. The majority of these children would spend three terms in the nursery. Currently many children only have one term (those born between 1 March and 31 August who start Reception in January) or two terms (those born between 1 September and end February who start Reception in September) in a nursery class.

Again, schools involved in a pilot scheme for single intake to Reception will be able to assess the impact of such a change on admissions to nursery classes.

7. **Consultation**

For admissions for the 2005/2006 academic year, Harrow is required to consult on its admission arrangements and for such consultation to be completed by 1 March 2004 and admission arrangements determined by 15 April 2004.

A copy of the proposed consultation sheet (see Appendix E) will be sent to all Governing Bodies, the Early Years Development and Childcare Partnership and Education Consultative Forum with an explanatory note.

Schools will be asked to consult with parents using their normal channels of communication and to inform Education Services of the arrangements they have made to consult with parents.

At its meeting in January 2004 the Admissions Forum will consider the outcome of the consultation. A report detailing the outcome of the consultation, together with the Admissions Forum recommendations, will be presented to the Cabinet in February 2004.

8. **Finance Observations**

- 8.1 Continuation of the priority roads system would cost £20,000 for enhancements to off-the-shelf computer software. This would require a one-off growth bid to be made for 2004/2005 as part of the budget process. There is no provision for this within the Medium Term Revenue Budget Strategy (MTRBS).
- 8.2 In addition a one-off growth bid of £5,000 is needed to replace the current GIS measurement system for home to school journeys, as Capita uses a different system from the one currently in place. There is also a need for a one-off growth bid of £7,500 for data input to key in and check address information to the new admissions system. This will need to be part of the 2004/2005 budget process. There is no provision for this within the MTRBS.
- 8.3 On-going costs of maintaining and up-dating the priority roads system are estimated to be in the region £1,000 per year. However, a major review of the priority roads system is estimated at a cost of between £10,000 and £15,000. The cost of such a review would need to form part of the 2004/2005 budget process. There is no provision for this within the MTRBS.
- 8.4 The proposal for a single intake to reception would have no financial implications for schools or the LEA, as schools are currently funded for pupils for the whole year.
- 8.5 The proposal on deferring entry to reception up to count day will have no financial implications for schools or the LEA. Schools are funded for all pupils on roll on the count day. Deferral beyond count day would have serious financial implications for school budgets.

9. **Legal Observations**

9.1 This report reflects the changes to admission arrangements, resulting from the School Standards and Framework Act 1998 (SSFA 1998) and the Education Act 2002 (EA 2002). Section 89 of the SSFA 1998 as amended by section 47 (2) of the EA 2002 requires admission authority to determine admission arrangements for the school year. In addition Section 89B as amended by section 48 of the EA 2002 imposes regulations on the LEA with regard to co-ordination of admission arrangements for primary and secondary schools. These regulations are Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 (SI 2002/2903) and Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 (SI 2002/2904).

10. **Conclusion**

10.1 The Working Party established by the Harrow Admissions Forum reviewed the current admission arrangements and has made proposals for consultation that take into consideration the implications of the introduction of Co-ordinated Admission Arrangements. In making the proposals the Working Party endeavoured to ensure Harrow's admission rules match as closely as possible the requirements of such a scheme. The Working Party also proposed amendments to the current arrangements that will make them simpler and easier for parents to understand.

10.2 The Working Party considered the following proposed changes to be of particular importance in simplifying the rules:

- Adoption of an equal preference system.
- Distance as the main determinant from primary school admissions.
- Tie-breaker to be measured "as the crow flies".
- Adoption of a pilot system of single intake to reception, on a cluster basis for evaluation purposes if not all schools wish to participate.
- Arrangements for deferred entry to reception.

10.3 At its meeting on 22 September 2003, the Harrow Admissions Forum agreed to consult on the Scheme of Co-ordination for Primary Schools, the Scheme of Co-ordination for Secondary Schools and changes to the current admission arrangements to be effective from intakes in September 2005.

11. **Background Papers**

11.1 Reports on determination of admission arrangements for 2001/2, 2002/3, 2003/4, 2004/5

High school admission reports: 26 June 1996, 12 March 1997, 13 January 1998, 15 October 1998, 12 January 1999, 17 March 1999, 15 June 2000 and 13 June 2001, 14 March 2002.

Reports on Admissions and Reception Classes 26 June 1996, 17 September 1996, 11 February 1997, 13 January 1998, 15 October 1998.

12. **Author**

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TIMETABLE FOR DETERMINATION OF ADMISSION ARRANGEMENTS AND HARROW SCHEME FOR CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2005/2006

June 2003	<p>Harrow Admission Forum meeting to establish Working Party to consider admission arrangements with particular reference to the following areas and to develop proposals as appropriate:</p> <p>High school admissions</p> <ul style="list-style-type: none"> ▪ First preference/equal preference ▪ Distance measurement: <ul style="list-style-type: none"> ➤ As the crow flies ➤ Shortest, safe walking distance ▪ St John's C of E ▪ Bentley Wood <p>Primary school admissions:</p> <ul style="list-style-type: none"> ▪ Single intake to reception class ▪ Arrangements for deferred entry <p>Nursery admissions (in light of single intake to reception)</p> <ul style="list-style-type: none"> ▪ All day provision <p>Harrow's co-ordinated scheme of admissions for primary and secondary schools</p> <p>Ensure inclusion in Forward Plan – item for September</p>
June-September	<p>Meeting(s) of Working Party to develop proposals Briefing report to Corporate Management Team (via John Robinson) Portfolio Holders Briefing (via John Robinson)</p>
September	<p>Meeting of Admission Forum to consider Working Party proposals and agree recommendations to Cabinet.</p>
October	<p>Report to Cabinet with proposals for consultation on admission arrangements and co-ordinated admissions scheme.</p>
November	<p>Consultation with Voluntary Aided admission authorities (primary and secondary) on scheme for co-ordinated admissions.</p>
December	<p>Report to Cabinet to agree co-ordinated scheme</p>
October to December	<p>Consultation with schools, Early Years Forum, neighbouring LEAs, etc. on admission arrangements.</p>

1 January 2004	Notification to Secretary of State that co-ordinated scheme is in place.
January	Meeting of Admissions Forum to consider outcome of consultation and agree recommendations to Cabinet
February	Report to Cabinet for decision
March	Feedback to schools and neighbouring LEAs on Cabinet decisions.
15 April	Determination date for admission arrangements for 2005/06
Summer	11+/12+ application packs printed
Autumn	Application packs to schools Open evenings
24 October	Closing date for receipt of applications. Harrow residents apply to Harrow for schools in Harrow or in another borough.
14 November	Harrow Admissions Service sends application information to other LEAs and also to Harrow VA schools.
November to February	Harrow VA schools allocate places and send Harrow a list showing children in order of priority under the admission rules. Harrow Admissions Service allocates places in community schools by applying the admission rules. Other LEAs notify Harrow of places they are offering to Harrow residents.

15 February 2005	Harrow applies its co-ordinated scheme to determine single offer
1 March 2005	National offer day
September 2005	Students start high school

CO-ORDINATED SCHEME FOR PRIMARY ADMISSIONS

July 2004	Notification to Secretary of State that co-ordinated scheme for primary schools is in place. Scheme only applies to schools within Harrow (community and voluntary aided). Parents will apply to the maintaining LEA for schools outside of Harrow.
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DEFINITION OF TERMS USED IN COMMUNITY SCHOOL ADMISSION RULES

Distance*

Distance from home** to school is measured using the shortest, safe walking route. This route is measured using a computerised mapping system based on ordnance survey data. The route does not use alleyways, paths through parks or other shortcuts. Harrow community schools are mapped onto the system, including all official entry points. The journey is measured from the home** address to the closest school entrance.

Home address**

This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications. Confirmation of address will be required.

Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

Sibling***

A sibling means a child's brother or sister.

However, Harrow Council recognises that family arrangements can vary considerably and wishes to ensure that where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. The sibling priority does not include cousins or other extended family members who live in the same household, but will include step-brothers/sisters and foster children.

Places will be offered to twins, triplets and other multiple-birth children in the parents preferred school provided that the school has places. In the event that the school cannot accommodate all children, places will be offered in another school unless specifically instructed to do otherwise by parent(s) / carer(s).

HOW PLACES WILL BE ALLOCATED IN COMMUNITY HIGH SCHOOLS FOR SEPTEMBER 2004

ADMISSION RULES

CO-EDUCATIONAL HIGH SCHOOLS

ADMISSION TO YEAR 8 (12+ TRANSFER)

If more applications are received than there are places available, places are offered up to a school's standard admissions number to applicants who make the school their first preference and whose application is received by the closing date in the following priority order.

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured by the shortest, safe walking route.

a) Stated pupils

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

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the chosen school. Such requests will only be considered for the school nearest the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to home. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at the school closest to the home address. Such applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

d) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in the preferred school. Such applications must be accompanied by a detailed assessment showing why the preferred school would best meet the needs of the child.

e) Sibling link (older brothers or sisters)

Children with older brothers or sisters attending the preferred school at the closing date for receipt of 12+ application forms.

f) Sibling link for pupils attending primary schools where the high school link changed in September 2000.

Pupils who, in the academic year 1999/2000, attended Belmont, Elmgrove, Kenmore Park, Norbury, Pinner Park, Whitefriars or St. John's C of E schools AND an older brother or sister attended the previously linked high school in September 1999.

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

Canons	Aylward, Glebe, Little Stanmore, Stag Lane
Harrow	Belmont*, Elmgrove*, Norbury, Whitefriars*
Hatch End	Cedars, Grimsdyke, Marlborough, Pinner Park*, St John's C of E, Weald, Whitefriars*
Nower Hill	Cannon Lane, Pinner Park*, Pinner Wood, St John Fisher RC, West Lodge
Park	Belmont*, Kenmore Park, Priestmead, Stanburn, Whitchurch`
Rooks Heath	Earlsmead, Newton Farm, Roxbourne, Roxeth Manor, Welldon Park
Whitmore	Elmgrove*, Grange, Longfield, Roxeth, Vaughan

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

h) Applicants with no link, by distance from home to school

Finally places are allocated to applicants whose home address is nearest to the school. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

APPLICANTS NOT OFFERED A PLACE IN THEIR FIRST PREFERENCE SCHOOL.

Parents who do not get a place at the school of their first preference will be offered a place in another school. Second and other preference schools will be considered but only if the school still has vacancies after allocating places to those who named it as a higher preference.

WAITING LIST FOR CO-EDUCATIONAL HIGH SCHOOLS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules. The linked school criterion only applies to Year 8. Students on waiting lists for Years 9, 10 and 11 do not have a linked school status.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list.

Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

SINGLE SEX EDUCATION

BENTLEY WOOD HIGH SCHOOL FOR GIRLS

If more applications are received for Bentley Wood than there are places available, places will be offered in the following priority order up to the school's standard admissions number to applicants who make Bentley Wood their first preference, and whose application is received by closing date.

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured by the shortest, safe walking route.

a) Statemented Pupils

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

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at Bentley Wood. Such requests will only be considered if the school is the nearest one to the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at Bentley Wood. Such requests will only be considered if the school is the nearest one to the child's home. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

d) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in Bentley Wood. Such applications must be accompanied by a detailed assessment showing why Bentley Wood would best meet the needs of the child.

e) Sibling link (older sisters)

Children with older sisters attending Bentley Wood High School at the closing date for receipt of 12+ application forms.

f) Random computer selection

After pupils under a) to e) have been allocated places, if there are more applications remaining than places available, a random selection is made by computer.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

APPLICANTS NOT OFFERED A PLACE IN THEIR FIRST PREFERENCE SCHOOL.

Parents who do not get a place at the school of their first preference will be offered a place in another school. Second and other preference schools will be considered but only if the school still has vacancies after allocating places to those who named it as a higher preference.

WAITING LIST FOR BENTLEY WOOD

After the main allocation, pupils are placed on the waiting list for Bentley Wood in order of the tie-breaker, i.e. distance, measured by the shortest, safe walking route.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list.

Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

ADMISSION TO COMMUNITY HIGH SCHOOL AFTER THE MAIN ALLOCATION

A place will be offered at the school requested provided there is a vacancy in the appropriate year group. Where the year group is full and it is not possible to meet parental preference, a place will be offered at the nearest community high school with a vacancy in the year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application.

Admission of one child to a high school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list.

Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY PRIMARY SCHOOLS FOR SEPTEMBER 2004

ADMISSION RULES

ADMISSION TO RECEPTION CLASS (MAIN ALLOCATION)

If more applications are received than there are places available, places are offered up to a school's standard admissions number to applicants who make the school their first preference and whose application is received by the closing date in the following priority order.

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured by the shortest, safe walking route.

a) Statemented pupils

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

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the chosen school. Such requests will only be considered for the school nearest the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to home. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at the school closest to the home address. Such applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

d) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in the preferred school. Such applications must be accompanied by a detailed assessment showing why the preferred school would best meet the needs of the child.

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

Children who have an older brother or sister who will be attending the school at the closing date for receipt of application for admission to reception class.

f) Priority road system

Address, according to the priority roads list. 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.

g) Distance

Distance, if the address does not fall within the school's priority roads area. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

APPLICANTS NOT OFFERED A PLACE IN THEIR FIRST PREFERENCE SCHOOL.

Parents who do not get a place at the school of their first preference will be offered a place in another school. Second and other preference schools will be considered but only if the school still has vacancies after allocating places to those who named it as a higher preference.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY MIDDLE SCHOOLS FOR SEPTEMBER 2004

ADMISSION RULES

If more applications are received than there are places available, places are offered up to a school's standard admission number to applicants who make the school their first preference and whose application is received by the closing date in the following priority order.

If more applications are received in any one criterion than there are places available the admission rules will be re-applied followed by the 'tie-breaker' of distance, measured by the shortest, safe walking route.

a) Children attending the linked first school

All children currently attending Year 3 in the linked first school even if this number is greater than the middle school's standard number.

b) Statemented pupils

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

c) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the chosen school. Such requests will only be considered for the school nearest the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to home. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

d) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at the school closest to the home address. Such applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

e) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in the preferred school. Such applications must be accompanied by a detailed assessment showing why the preferred school would best meet the needs of the child.

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

Children who will have a brother or sister still attending the first or middle school at the closing date for receipt of applications.

g) Priority road

Address, according to the priority roads list. 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.

h) Distance

Distance, if the address does not fall within the school's priority roads area. 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.

APPLICANTS NOT OFFERED A PLACE IN THEIR FIRST PREFERENCE SCHOOL.

Parents who do not get a place at the school of their first preference will be offered a place in another school. Second and other preference schools will be considered but only if the school still has vacancies after allocating places to those who named it as a higher preference.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list.

Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

ADMISSION TO COMMUNITY PRIMARY SCHOOL AFTER THE MAIN ALLOCATION

A place will be offered at the school requested provided there is a vacancy in the appropriate year group. Where the year group is full and it is not possible to meet parental preference, a place will be offered at the nearest community primary school with a vacancy in the year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application.

Admission of one child to a primary school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority. Waiting lists are kept in the priority order as explained in the admission rules.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list.

Children may also move down the waiting list if another family, with a higher priority under the admission rules, ask for their child's name to be added to the list.

APPEALS

Parents/carers can appeal against any decision made by Harrow about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school. Parents/carers can ask for their child's name to be put on the waiting list for any other school.

Any child admitted to the school as a result of an appeal will take precedence over others on the waiting list.

Distance from home to school is measured using the shortest, safe walking route. This route is measured using a computerised mapping system based on Ordnance Survey data. The route does not use alleyways, paths through parks or other shortcuts. Harrow community schools are mapped onto the system, including all the official entry points. The journey is measured from the home address to the closest school entrance.

LONDON BOROUGH OF HARROW

**11+ TRANSFER SCHEME OF CO-ORDINATION FOR HARROW RESIDENTS
APPLYING FOR PLACES IN HARROW VOLUNTARY AIDED SCHOOLS AND
SCHOOLS OUTSIDE THE BOROUGH WHERE STUDENTS TRANSFER AT
YEAR 7**

QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF LONDON BOROUGH OF HARROW

Introduction

1. This scheme is made in compliance with The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 that require all Local Education Authorities (LEA) to formulate a Qualifying Scheme.

Interpretation

2. In this scheme –

“the LEA” means London Borough of Harrow Council acting in their capacity as local education authority;

“the LEA area” means the area in respect of which the LEA are the local education authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community or voluntary-aided school (but not a special school) which is maintained by the LEA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community school means the LEA and, in relation to a VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2005;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 1 September 2005; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

PAN-LONDON CO-ORDINATED SECONDARY SCHOOL ADMISSIONS

Definitions

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LEA”	the LEA in which the applicant/parent is resident
“the Local Admission System	the IT module for administering admissions in (LAS)”each LEA and for determining the highest offer both within and between participating LEAs
“the Maintaining LEA”	the LEA which maintains a school to which an applicant has applied
the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	1st March in the year following the relevant determination year except that , in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will transmit application and offer data between each LEA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3

“the Participating LEA”

any LEA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LEA Scheme presented here.

“the Qualifying Scheme”

the scheme which each LEA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

3. The scheme

1. This scheme is made pursuant to section 89B of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools in the LEA area ("the scheme").
2. The scheme shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Schedule 3.
3. The scheme shall apply to every V.A. secondary school in the LEA area where the age of transfer is 11.

PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of secondary education to schools where the age of transfer is in Year 7 in the specified year.
3. Applications from residents of this LEA will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LEA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LEA.
4. This LEA will take all reasonable steps to ensure that every parent resident in the LEA who wishes to be considered for a place in a school where the age of transfer is Year 7 receives a copy of the CAF (and a written explanation of the Co-ordinated Admissions Scheme (CAS)).
5. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2.
6. The admission authorities within this LEA will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria.
7. Where a school receives a supplementary form from a Harrow resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by foundation or VA schools the school must inform the LEA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
8. Parents resident in the LEA area wishing to express a preference for a secondary school where the age of transfer is Year 7 within and/or outside the Home LEA will be able to express a preference for six maintained schools.
9. The order of preference given on the CAF will not be revealed except insofar as other admission authorities/LEAs needs this information to apply their own admission criteria, for example if a school's admission criteria give highest priority to parents who have made that school their first preference.
10. Applicants will be invited to give their reasons for each preference.

PART 2 - PROCESSING

4. Applicants resident within this LEA must return the CAF to this LEA by 22 October in the Application Year.

5. By (DATE TO BE AGREED WITH HARROW VA HIGH SCHOOLS) the LEA will give its Voluntary Aided Schools a list detailing applications that have been made for those schools, including all relevant information and any supplementary form the schools require in order to apply their oversubscription criteria.

6. By (DATE TO BE AGREED WITH HARROW VA HIGH SCHOOLS) the admission authority for each Voluntary Aided School will consider all applications for their school, without reference to rank order, apply the school's oversubscription criteria (if appropriate) and provide the LEA with a list of applicants ranked according to the school's oversubscription criteria.

7. Application data relating to applications to schools in other Participating LEAs will be uploaded to the PLR by 14 November in the Application Year or, in any year in which that day is not a working day, the next working day.

8. When the admission authorities within this LEA have provided a list of applicants in criteria order to this LEA, this LEA 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.

9. This LEA will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: serious illness of child (medical confirmation will be required), a single parent who has been ill for some time (medical confirmation will be required), parent(s) who has been dealing with the death of a family member in the last six months, a family who has just moved address, a family returning from abroad, a family coming to this country from abroad (proof of ownership or tenancy of a property within this LEA will be required in these cases).

10. The latest date for the upload of late applications to the PLR is 7 January in the Application Year or, in any year in which that day is not a working day, the next working day.

11. This LEA will upload the highest potential offer available to an applicant for a maintained school in this LEA to the PLR by 9 February or, in any year in which that day is not a working day, the next working day in the Application Year. The PLR will transmit the highest potential offer made by the Maintaining LEA to the Home LEA.

12. The LAS of this LEA will eliminate, as a Home LEA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LEAs. This will involve exchanges of information between the LAS and the PLR, which will continue until a steady state is achieved (which the PLR will indicate). This LEA will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before 1 March (or, where this is not a working day, the next working day) in the Application Year. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.

PART 3 : OFFERS

1. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
2. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
3. Where it is not possible to offer a place in a Harrow Voluntary Aided School or a school outside the borough where the age of transfer is Year 7, applicants will be advised of the process for applying for a place in a Harrow Community School where the age of transfer is Year 8.
4. This LEA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that Home LEAs shall inform all applicants within their areas of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LEA or in other Participating LEAs.
5. This authority shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

1. Applicants not offered a place in a school where the age of transfer is Year 7 will be advised of their right of appeal to the relevant admission authority. They will also be advised to contact the admission authority about placement on the waiting list.
2. Applications received after the main allocation of places and 1 March offer date will be referred direct to the relevant admission authority in the case of Harrow VA schools and the relevant LEA for out-borough schools.

PART 5 : CASUAL ADMISSIONS

Harrow Voluntary Aided Schools

1. Applications for Harrow's Voluntary Aided Schools will be referred direct to the schools. Where it is not possible to allocate a place because the relevant year group is full applicants must be advised about their right of appeal. They should also be informed that their child's name can be added to the school's waiting list, where one is operated.
2. If a Harrow resident child does not have a place in any school, the applicant should be referred to the LEA.

SCHEDULE 1

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

Applicant's details:

Forename
Surname
Forename
Date of Birth
Gender
Name of primary school

Parent's / carers's details (x 2):

Title
Name
Address
Telephone Number

Preference details (six preferences can be made)

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

Additional information:

Reasons for Preferences (including any medical or social needs)
Does the applicant have a statement of SEN?
Is the applicant a child looked after?
 If yes, name of responsible authority
If the applicant has sibling/s which schools do they attend?
 Name of School
 Local Authority in which the school is based

Other:

Signature of parent or carer
Date of signature

This LEA's Common Application Form will include the following information as a minimum:

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

SCHEDULE 2

Pan-London Timetable for the determination of applications to secondary school:

14 November	Deadline for the transfer of application information by the Home LEA to the PLR
7 January	Deadline for the upload of late applications to the PLR
9 February	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
1 March	the Prescribed Day

SCHEDULE 3

Notification Letter

A template will follow shortly

LONDON BOROUGH OF HARROW

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

QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR COMMUNITY SECONDARY SCHOOLS IN THE AREA OF LONDON BOROUGH OF HARROW

Introduction

1. This scheme is made in compliance with The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 that require all Local Education Authorities (LEA) to formulate a Qualifying Scheme.

2. Interpretation

In this scheme –

“the LEA” means London Borough of Harrow Council acting in their capacity as local education authority;

“the LEA area” means the area in respect of which the LEA are the local education authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community or voluntary-aided school (but not a special school) which is maintained by the LEA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community school means the LEA and, in relation to a VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2005;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 1 September 2005; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

Definitions

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LEA”	the LEA in which the applicant/parent is resident
“the Local Admission System	the IT module for administering admissions in (LAS)”each LEA and for determining the highest offer both within and between participating LEAs
“the Maintaining LEA”	the LEA which maintains a school to which an applicant has applied
the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	1st March in the year following the relevant determination year except that , in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will transmit application and offer data between each LEA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LEA”	any LEA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LEA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LEA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

3. The scheme

1. This scheme is made pursuant to section 89 of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools in the LEA area (“the scheme”).
2. The scheme shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Schedule 2.
3. The scheme shall apply to every community secondary school in the LEA area where the age of transfer is 12.

PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of secondary education to Harrow Community High Schools where the age of transfer is in Year 8 in the specified year.
3. Applications from residents of this LEA will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LEA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LEA.
4. As part of its 12+ Qualifying Scheme of Co-ordination, Harrow will make its CAF available to neighbouring LEAs to enable out-borough applicants to apply to Harrow Community High Schools. Applicants from out-borough will return the form Harrow for processing. Harrow will advise the home LEA of any applications received.
5. This LEA will make appropriate arrangements to ensure that:
 - a) a CAF is sent to children on roll in Year 7 in Harrow middle schools
 - b) the CAF is available on request from the LEA, neighbouring LEAs and Harrow Community Middle Schools
 - c) the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. The CAF will –
 - a) invite parent to list all eight Harrow Community High Schools in rank order of preference
 - b) invite parents to give their reasons for each preference.
7. As the admission authority Harrow will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria.
8. Where a school receives a supplementary form from a Harrow resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by foundation or VA schools the school must inform the LEA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
9. The order of preference given on the CAF will not be revealed except insofar as other admission authorities/LEAs needs this information to apply their own admission criteria, for example if a school's admission criteria give highest priority to parents who have made that school their first preference.

PART 2 - PROCESSING

1. All applicants whether resident within this LEA or outside the borough must return the CAF to this LEA by 22 October in the Application Year.
2. Application data relating to applications to schools in other Participating LEAs will be uploaded to the PLR by 14 November in the Application Year or, in any year in which that day is not a working day, the next working day.
3. This LEA will allocate places according to the Council's admissions rules. For each applicant to its schools for whom more than one potential offer is available, this LEA will use the highest ranked preference to decide which single potential offer to make.
4. This LEA will accept late applications only if they are late for a good reason up to 5 working days before the deadline for the upload of late applications to the PLR. Examples of what will be considered as good reason include: serious illness of child (medical confirmation will be required), a single parent who has been ill for some time (medical confirmation will be required), parent(s) who has been dealing with the death of a family member in the last six months, a family who has just moved address, a family returning from abroad, a family coming to this country from abroad (proof of ownership or tenancy of a property within this LEA will be required in these cases).
5. Applications received after the date in 4. above will be considered only after those received by this date have been processed. As far as possible late applicants will be offered a place on 1 March, but the closer to the 1 March deadline that an application is received, the less likely it will be than an offer will be made on that date.
6. The latest date for the upload of late applications to the PLR is 7 January in the Application Year or, in any year in which that day is not a working day, the next working day.
7. If it is required for 12+ transfer purposes, this LEA will upload the highest potential offer available to an applicant for a maintained school in this LEA to the PLR by 9 February or, in any year in which that day is not a working day, the next working day in the Application Year. The PLR will transmit the highest potential offer made by the Maintaining LEA to the Home LEA.
8. The LAS of this LEA will eliminate, as a Home LEA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LEAs. This may involve exchanges of information between the LAS and the PLR, which will continue until a steady state is achieved (which the PLR will indicate). If required this LEA will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before 1 March (or, where this is not a working day, the next working day) in the Application Year. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.

PART 3 : OFFERS

1. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
2. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
3. Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate Harrow Community High School with a vacancy.
4. On 1 March 2004 all applicants will be notified by Harrow that they are being offered places at the allocated school. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at each of the other schools nominated on the CAF.
 - Information about their statutory right of appeal against the decisions to refuse places at other nominated school.
 - Information about how to place their child's name on the waiting list for any Harrow Community High School.
5. Harrow will inform neighbouring authorities of any school offered to applicants that live in their area.
6. Ten school days from the 1 March is the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that they have accepted the place.
7. This authority shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

1. Following the allocation of places on 1 March, Harrow will start to compile waiting list for its Community High Schools. Pupils' names will be added to the waiting list on parental request for any school in the authority.
2. Names will be added to the waiting list by applying the admission rules in the same priority order as used for the allocation of places.
3. Harrow will begin to offer places from the waiting list within one calendar month from 1 March, as when places become available.

PART 5 : CASUAL ADMISSIONS

Harrow Community High Schools

1. Applications received after 1 September 2004 and for other years groups than the year of entry will be treated as a casual admission.
2. Applications should be made on Harrow's casual admission form and sent to the LEA, which will determine any application for a Community High School for which it is the admission authority
3. If the application is for a Harrow Voluntary Aided School or a school outside of Harrow, the application form will be referred to the relevant admission authority/LEA.

SCHEDULE 1

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

Applicant's details:

Forename
Surname
Forename
Date of Birth
Gender
Name of primary school

Parent's / carers's details (x 2):

Title
Name
Address
Telephone Number

Preference details (eight preferences can be made)

Name of Harrow community high school
Preference ranking

Additional information:

Reasons for Preferences (including any religious or philosophical reasons)
Does the applicant have a statement of SEN?
Details of parent/child's medical condition
Is the applicant a child looked after?
 If yes, name of responsible authority
If the applicant has sibling/s which schools do they attend?

Name of School

Other:

Signature of parent or carer
Date of signature

This LEA's Common Application Form will include the following information as a minimum:

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

SCHEDULE 2

Pan-London Timetable for the determination of applications to secondary school:

14 November	Deadline for the transfer of application information by the Home LEA to the PLR
7 January	Deadline for the upload of late applications to the PLR
9 February	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
1 March	the Prescribed Day

SCHEDULE 3

Notification Letter

A template will follow shortly

LONDON BOROUGH OF HARROW

**SCHEME OF CO-ORDINATION FOR ADDMISIONS TO HARROW'S COMMUNITY
AND VOLUNTARY AIDED SCHOOLS PRIMARY SCHOOLS**

QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR PRIMARY SCHOOLS IN THE AREA OF LONDON BOROUGH OF HARROW

Introduction

1. This scheme is made in compliance with The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 that require all Local Education Authorities (LEA) to formulate a Qualifying Scheme.

Interpretation

2. In this scheme –

“the LEA” means London Borough of Harrow Council acting in their capacity as local education authority;

“the LEA area” means the area in respect of which the LEA are the local education authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community or voluntary-aided school (but not a special school) which is maintained by the LEA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community school means the LEA and, in relation to a VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2005;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 1 September 2005; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

Definitions

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LEA”	the LEA in which the applicant/parent is resident
“the Local Admission System LAS”	the IT module for administering admissions in each LEA and for determining the highest offer both within and between participating Admission Authorities
“the Maintaining LEA”	the LEA which maintains a school to which an applicant has applied
the Notification Letter”	the agreed form of letter sent to applicants which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2

3. The scheme

1. This scheme is made pursuant to section 89 of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools in the LEA area ("the scheme").
2. The scheme shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Schedule 3.
3. The scheme shall apply to every community and voluntary aided primary school in the LEA.

PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of primary education.
3. Applications for both community and voluntary aided primary schools will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LEA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LEA.
4. This LEA will take all reasonable steps to ensure that every parent who wishes to be considered for a place in a community or voluntary aided primary school receives a copy of the CAF (and a written explanation of the CAS).
5. The admission authorities within this LEA will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria.
6. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by VA schools the school must inform the LEA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
7. Parents will be able to express a preference for three maintained primary schools.
8. The order of preference given on the CAF will not be revealed except insofar as other admission authorities need this information to apply their own admission criteria, for example if a school's admission criteria give highest priority to parents who have made that school their first preference.
9. Applicants will be invited to give their reasons for each preference.

PART 2 - PROCESSING

1. Applicants must return the CAF to this LEA by (DATE TO BE AGREED WITH VA PRIMARY SCHOOLS) in the Application Year.
2. By (DATE TO BE AGREED WITH VA PRIMARY SCHOOLS) the LEA will give its Voluntary Aided Schools a list detailing applications that have been made for those schools, including all relevant information and any supplementary form received by this date the schools require in order to apply their oversubscription criteria.
3. By (DATE TO BE AGREED WITH VA PRIMARY SCHOOLS) the admission authority for each Voluntary Aided School will consider all applications for their school, without reference to rank order, apply the school's oversubscription criteria (if appropriate) and provide the LEA with a list of applicants ranked according to the school's oversubscription criteria.
4. When the admission authorities within this LEA have provided a list of applicants in criteria order to this LEA, this LEA 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.
13. This LEA will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: serious illness of child (medical confirmation will be required), a single parent who has been ill for some time (medical confirmation will be required), parent(s) who has been dealing with the death of a family member in the last six months, a family who has just moved address, a family returning from abroad, a family coming to this country from abroad (proof of ownership or tenancy of a property within this LEA will be required in these cases).
5. This LEA will share with its neighbouring LEAs information about their residents who have been offered places in a Harrow community or voluntary aided school. If the parents have also been allocated a place in a school in their home LEA, Harrow will give parent ten working days to confirm which place they are accepting. If no response is received or the parent is unwilling to indicate a preference, Harrow will liaise with the relevant LEA and agree which school offer will be withdraw and notify the parent accordingly.

PART 3 : OFFERS

1. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
2. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
3. Where it is not possible to offer a place in a Harrow Community and/or Voluntary Aided School, applicants will be offered a place at the nearest appropriate school with a vacancy.
4. This LEA will inform all applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered.
5. This authority shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

1. Applicants not offered a place in a Harrow community primary school will be advised of their right of appeal and the process for being placed on the waiting list
2. Applicants not offered a place in a Harrow voluntary aided primary school will be advised of their right of appeal. They will also be advised to contact the admission authority about placement on the waiting list.

PART 5 : CASUAL ADMISSIONS

Harrow Community Schools

1. Applications received after 1 September 2005 and for other years groups than the year of entry will be treated as a casual admissions.
2. Applications should be made on Harrow's casual admission form and sent to the LEA, which will determine any application for a Community Primary School for which it is the admission authority.
3. If the application names a Harrow Voluntary Aided School or a school outside of Harrow, the application form will be referred to the relevant admission authority/LEA.

Harrow Voluntary Aided Schools

1. Applications received after 1 September 2005SS and for other years groups than the year of entry will be treated as a casual admissions.
2. Applications should be made direct to the schools. Where it is not possible to allocate a place because the relevant year group is full applicants must be advised about their right of appeal. They should also be informed that their child's name can be added to the school's waiting list.
3. If the child does not have a place in any school, the applicant should be referred to the LEA.

SCHEDULE 1

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

Applicant's details:

Forename
Surname
Forename
Date of Birth
Gender
Name of nursery / pre-school

Parent's / carers's details (x 2):

Title
Name
Address
Telephone Number

Preference details (three preferences can be made)

Name of primary school
Address of primary school
Preference ranking

Additional information:

Reasons for Preferences (including any religious or philosophical grounds)
Does the applicant have a statement of SEN?
Details of parent's/child's medical condition
Is the applicant a child looked after?
If yes, name of responsible authority
If the applicant has sibling/s which schools do they attend?
Name of School

Other:

Signature of parent or carer
Date of signature

This LEA's Common Application Form will include the following information as a minimum:

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

SCHEDULE 2

Notification Letter

A template will follow shortly

TO BE AGREED WITH VA SCHOOLS IN THE AUTUMN TERM

As part of the consultation on admission arrangements for 2005/2006, the following examples illustrate the benefits of moving from a first preference first system, to an equal preference system. The examples show how schools would be allocated as a result of proposed change to an equal preference system and how some of the element of 'chance' inherent in a first preference system can be removed.

Under an equal preference system parents' order of ranking is only applied in circumstances where it is possible to offer more than one school. When this occurs, the school the parent has given as the higher ranked preference is offered.

EXAMPLE 1 : Pupil attends Longfield Middle School (linked to Whitmore) and lives in South Harrow

A. Current system applying strict order of parental preference

ORDER OF PREFERENCE	OUTCOME
1. Nower Hill	Unsuccessful. Lives too far away
2. Hatch End	Unsuccessful. Only first preferences offered
3. Park	Unsuccessful. Only first preferences offered
4. Whitmore (Linked sch)	Unsuccessful. Only first preferences offered.

Result: Parental preference not met at all. Pupil is offered next nearest school with a vacancy: Rooks Heath.

B. Proposed system of equal preferences

ORDER OF PREFERENCE	OUTCOME
1. Nower Hill	Unsuccessful. Lives too far away
2. Hatch End	Unsuccessful. School fills from linked school applicants
3. Park	Unsuccessful. School fills from linked school applicants
4. Whitmore (Linked sch)	Successful. All linked school applicants accommodated

Result: Pupil is offered place at linked school, even though it was parents' fourth preference. Pupil can go on waiting list for other school(s) and parents can appeal.

EXAMPLE 2 : Pupil attends Pinner Wood (linked to Nower Hill) and lives in the Hatch End area.

A. Current system applying strict order of parental preference

ORDER OF PREFERENCE	OUTCOME
1. Hatch End	Unsuccessful. School fills from linked school applicants
2. Nower Hill (Linked sch)	Unsuccessful. Only first preferences offered
3. Whitmore	Unsuccessful. Only first preferences offered
4. Harrow	Unsuccessful. Only 1 st and 2 nd preferences offered.

Result: Parental preference not met at all. Pupil is offered next nearest school with a vacancy: Rooks Heath.

B. Proposed system of equal preferences

ORDER OF PREFERENCE	OUTCOME
1. Hatch End	Unsuccessful. School fills from linked school applicants
2. Nower Hill (Linked sch)	Successful : All linked school applicants accommodated
3. Whitmore	Unsuccessful. Lives too far
4. Harrow	Successful. Lives close enough

Result: Pupil is offered place at Nower Hill, as this was given as a higher preference than Harrow High.

EXAMPLE 3

Pupil attends Belmont (linked to Park and Harrow) and lives in Wealdstone area.

A. Current system applying strict order of parental preference

ORDER OF PREFERENCE	OUTCOME
1. PARK (Linked school)	Unsuccessful. School oversubscribed from linked schools. Tie-breaker applied. Lives too far away
2. Hatch End	Unsuccessful. Only 1 st preferences offered
3. Canons	Unsuccessful. Only 1 st and 2 nd preferences offered
4.. Harrow (Linked school)	Unsuccessful. Only 1 st , 2 nd and 3 rd preferences offered

Result: Parental preference not met at all. Pupil is offered next nearest school with a vacancy: Rooks Heath.

B. Proposed system of equal preferences (except in case of tie-breaker)

ORDER OF PREFERENCE	OUTCOME
1. PARK (Linked school)	Unsuccessful. School oversubscribed from linked schools. Tie-breaker applied. Lives too far away
2. Hatch End	Unsuccessful. School fills from linked school applicants
3. Canons	Successful. Lives close enough
4. Harrow (Linked school)	Successful. All linked school applicants accommodated

Result: Pupil is offered place at Canons, as this was given as a higher preference than a linked school.

N.B. Under both first preference and equal preference systems, it will **not** be possible to offer places to all Hatch End and Park linked school applicants. Both these schools will be oversubscribed from linked school applicants and it will be necessary to apply the tie-breaker. (Places will be offered to link school children that live closest to the school).

EXAMPLE 4

Pupil attends Cedars (linked to Hatch End) and has recently moved to George V Avenue.

A. Current system applying strict order of parental preference

ORDER OF PREFERENCE	OUTCOME
1. Hatch End (Linked School)	Unsuccessful. School oversubscribed from linked schools. Tie-breaker applied. Lives too far away
2. Nower Hill	Unsuccessful. Only first preferences offered
3. Whitmore	Unsuccessful. Only first preferences offered
4.. Park.	Unsuccessful. Only first preferences offered

Result: Parental preference not met at all. Pupil is offered next nearest school with a vacancy: Rooks Heath.

B. Proposed system of equal preferences (except in case of tie-breaker)

ORDER OF PREFERENCE	OUTCOME
1. Hatch End (Linked School)	Unsuccessful. School oversubscribed from linked schools. Tie-breaker applied. Lives too far away
2. Nower Hill	Successful. Lives close enough
3. Whitmore	Unsuccessful. Lives too far away.
4.. Park.	Unsuccessful. School fills from linked school applicants

Result: Pupil is offered place at Nower Hill. Although Nower Hill is not the linked school, it is the school closest to the pupil's new address.

EXAMPLE 1 : Family applying for reception places lives in Wilsmere Drive, Harrow (Address link under the priority roads scheme: Weald A6, Belmont C47).

A. Current system applying strict order of parental preference

ORDER OF PREFERENCE	OUTCOME
1. West Lodge	Unsuccessful. West Lodge filled from its priority roads
2. Weald (A6 address link)	Unsuccessful. Filled from first preference applicants
3. Stanburn	Unsuccessful. Filled from first preference applicants

Result: Parental preference not met at all. Pupil is offered next nearest school with a vacancy: Belmont.

B. Proposed system of equal preferences

ORDER OF PREFERENCE	OUTCOME
1. West Lodge	Unsuccessful. West Lodge filled from its priority roads
2. Weald (A6 address link)	Successful. School filled from applicants with address link to D2
3. Stanburn	Unsuccessful. Lives too far away.

Result: Pupil is offered place at Weald.

EXAMPLE 2 : Family applying for reception place lives in Parkthorne Drive, Harrow. (Address link under the priority roads scheme: Longfield B14, Vaughan B36, Grange C10).

A. Current system applying strict order of parental preference

ORDER OF PREFERENCE	OUTCOME
1. Vaughan (B36)	Unsuccessful. School filled from applicants with address link to B9
2. Longfield	Unsuccessful. Filled from first preference applicants
3. Roxbourne	Unsuccessful. Filled from first preference applicants

Result: Parental preference not met at all. Pupil is offered next nearest school with a vacancy: Grange.

B. Proposed system of equal preferences

ORDER OF PREFERENCE	OUTCOME
1. Vaughan (B36)	Unsuccessful. School filled from applicants with address link to B9
2. Longfield (B14)	Successful. School filled from applicants with address link to D2
3. Roxbourne	Successful. Lives close enough

Result: Pupil is offered place at Longfield, as this was ranked higher in the list of parental preferences than Roxbourne.

CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2005

		PLEASE TICK TO SHOW AGREEMENT
A1.	To adopt an equal preference system	
COMMENTS:		
2.	To change to distance as the main determinant for primary admissions	
COMMENTS:		
3.	To change the distance criterion to "as the crow flies"	
COMMENTS:		
4a	To admit children to Reception class in one intake in September of each year	
4b	If yes, please tick if you would like to be involved in a cluster pilot and give details below	
COMMENTS:		
5.	To offer deferred entry to Reception up to count day	
COMMENTS:		
GENERAL COMMENTS ON ADMISSIONS ARRANGEMENTS:		
<p>PLEASE RETURN THIS FORM TO MADELEINE HITCHENS, ROOM 244, EDUCATION DEPARTMENT, CIVIC CENTRE, HARROW BY 31ST DECEMBER 2003.</p>		