



**CONSULTATION ON COMMUNITY SCHOOL  
ADMISSION ARRANGEMENTS  
FOR THE 2009/10 ACADEMIC YEAR**

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The Education (Determination of Admission Arrangements) (England) Regulations 1999 and the Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002 require the LA to have completed by 1 March 2008 its consultation with admission authorities within our 'relevant area' and with our neighbouring LAs on the proposed admission arrangements for community primary and secondary schools and then to have determined those arrangements by 15 April 2008. This document also takes account of the revised School Admissions Code (February 2007).



## PROPOSED COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2009 DEFINITION OF TERMS USED IN COMMUNITY SCHOOL ADMISSION RULES

### **Distance\***

The home address is where a child normally lives. Distance is measured in a straight line from home to school, using a computerised mapping system based on ordnance survey data. Harrow community schools are mapped onto the system, including all official entry points. The journey is measured from the address point for the home address to the closest school entrance.

In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the oldest child will have the first available place. This will also be the case in the event of multiple births.

### **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.

Where applicants live equidistant from the preferred school and places cannot be offered to both children, the oldest child will have the first available place. This will also be the case in the event of multiple births.

### **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). However, where twins are concerned and one twin has a Statement of Special Educational Needs that names a specific school, the other twin will be treated as having a sibling link for that academic year.

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

This term refers to children who are subject to care orders and those who are accommodated by the Authority.

### **Linked School**

Pupils who attend a primary school which is linked to a particular high school and who are registered at a linked primary school on the closing date for receipt of applications.



## ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY CLASSES

Admission into nursery classes takes place twice a year, in September and January.

If more applications are received than there are places in a Nursery, the Council will give places to children in the following order:

- First Four year olds, in date of birth order, referred by Learning Support Services.
- Next Other four year olds, in date of birth order.
- Next Three year olds, in date of birth order referred by Learning Support Services.
- Next Other three year olds, in date of birth order.

If there are more children with the same date of birth than there are places in the nursery, then places are offered in the following order:

- First Children whose first language is not English.
- Next Children whose parents are in receipt of Income Support / Income Based Job Seekers Allowance.

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

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

Children are admitted to a nursery class for a **maximum** of three terms.

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



## HOW PLACES WILL BE ALLOCATED IN COMMUNITY PRIMARY SCHOOLS FOR SEPTEMBER 2009

### ADMISSION TO RECEPTION CLASS (MAIN ALLOCATION)

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

### EQUAL PREFERENCES

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking.

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

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

b) **Statemented pupils** (Pupils with a Statement of Special Educational Needs that names a particular primary school).

#### b) **Medical reasons relevant to pupil**

Children with special medical reasons for seeking a place at the preferred school. Claims on medical grounds will only be considered for the school closest to the child's home address except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

#### d) **Medical reasons relevant to parent(s)**

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Such requests will only be considered for the school closest to the home address, except in wholly exceptional circumstances. 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 full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

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

Children with a brother or sister attending the school or the linked middle school at the time of admission.

**f) Distance**

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

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

Application forms must be received by Harrow Council by the closing date of 28 February 2009.

Applications for school places are dealt with differently depending on whether we receive them late or by the closing date. Additionally, any changes to the application (eg order of school preference or change of address) received, or that come into effect, after the closing date will be treated in the same way as a late application (see below).

Applications received by the closing date will be processed first. Applications received after the closing date will NOT be considered until all other applications have been dealt with.

The following are examples of exceptions that will apply, provided the application is received by 9 April 2009:

- If your family has just moved house you will be asked to provide:
  - a letter from your solicitor confirming completion date which must be on or before
  - A formal tenancy agreement from a letting/estate agent, which comes into effect on or before
  
- If you are returning from abroad you will need to provide:
  - a council tax bill confirming re-occupation of your property by 9 April 2009:.. If your property has not been occupied
  - confirmation that tenancy has ceased by 9 April 2009 and that you will re-occupy your property if it has been rented during your absence
  - confirmation from your employer that you will return to live in Harrow on or before 9 April 2009 if you were seconded abroad.
  
- If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

## **WAITING 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.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

## **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 2009**

### **ADMISSION RULES**

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

#### **EQUAL PREFERENCES**

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the

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

#### **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) Children looked after by the local authority**

#### **c) Statemented pupils**

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

#### **d) Medical reasons relevant to pupil**

Children with special medical reasons for seeking a place at the preferred school. Claims on medical grounds will only be considered for the school closest to the child's home address except in wholly exceptional circumstances. 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 preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

#### **e) Medical reasons relevant to parent(s)**

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Such requests will only be considered for the school closest to the home address, except in wholly exceptional circumstances. 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 preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.



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

Children with a brother or sister attending the school or the linked first school at the time of admission.

**g) Distance**

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

**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.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

**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 schools that still have 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.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

## **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.

SCHOOL	PLANNED ADMISSION NUMBER	PLANNED ADMISSION NUMBER
	FIRST FIRST & MIDDLE	MIDDLE
Aylward	60	
Belmont	60	60
Cannon Lane	90	90
Cedars Manor	60	
Earlsmead	60	
Elmgrove	82	82
Glebe	52	
Grange	60	60
Grimsdyke	60	
Kenmore Park	90	90
Little Stanmore	30	
Longfield	90	90
Marlborough	60	
Newton Farm	30	
Norbury	60	
Pinner Park	90	90
Pinner Wood	60	
Priestmead	90	93
Roxbourne	90	90
Roxeth	56	
Roxeth Manor	90	90
Stag Lane	90	90
Stanburn	90	90
Vaughan	60	
Weald	90	90
Welldon Park	60	60
West Lodge	90	90
Whitchurch	90	90
Whitefriars	60	



## HOW PLACES WILL BE ALLOCATED IN COMMUNITY HIGH SCHOOLS FOR SEPTEMBER 2009

### 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 whose application is received by the closing date using an equal preference system (see below).

#### EQUAL PREFERENCES

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking.

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

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

#### b) **Statemented pupils**

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

#### c) **Medical reasons relevant to pupil**

Children with special medical reasons for seeking a place at the preferred school. Claims on medical grounds will only be considered for the school closest to the child's home address except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

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

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Such requests will only be considered for the school closest to the home address, except in wholly exceptional circumstances. 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 full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

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

Children with a brother or sister attending the high school at the time of admission.

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

<b>SCHOOLS</b>	<b>PAN</b>	<b>LINKED SCHOOLS</b>
Canons	180	Aylward, Glebe, Little Stanmore, Stag Lane
Harrow	180	Belmont*, Elmgrove*, Norbury, Whitefriars*
Hatch End	300	Cedars, Grimsdyke, Marlborough, Pinner Park*, St John's C of E, Weald, Whitefriars*
Nower Hill	300	Cannon Lane, Pinner Park*, Pinner Wood, West Lodge, St John Fisher
Park	280	Belmont*, Kenmore Park, Priestmead, Stanburn, Whitchurch
Rooks Heath	210	Earlsmead, Newton Farm, Roxbourne, Roxeth Manor, Welldon Park
Whitmore	260	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

**g) 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

## **APPLICATIONS RECEIVED AFTER THE CLOSING DATE.**

We will deal with applications for school places differently depending on whether we receive them late or by the closing date.

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

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. The following exceptions will apply, provided the application is received 10 December 2008.

If your family has just moved house you will be asked to provide:

- a letter from your solicitor confirming completion date, which must be on or before 10 December 2008.
- a tenancy agreement, which comes into effect on or before (date in line with Pan-London timetable 10 December 2008).

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

- a council tax bill confirming re-occupation of your property by 10 December 2008. If your property has not been occupied confirmation that tenancy has ceased by (date in line with Pan-London timetable) if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 10 December 2008 if you were seconded abroad.

If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

## **WAITING LIST FOR 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.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

## **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 whose application is received by the closing date using an equal preference system (see below).

### **EQUAL PREFERENCES**

Each preference is treated as a separate application. We then work out how well applicants qualify for each school using the admission rules. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking

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

a) Children looked after by the local authority.

b) Statemented Pupils

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

c) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at Bentley Wood. Claims on medical grounds will only be considered if Bentley Wood is the school closest to the child's home address, except in wholly exceptional circumstances. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Placement Panel.

d) 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 Bentley Wood is the school closest to the home address, except in wholly exceptional circumstances. 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 full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. In assessing these applications advice, as appropriate, will be sought from Harrow's Special Educational Needs Placement Panel.

e) Sibling link (older sisters)

Children with a sister attending Bentley Wood High School at the time of admission.



#### 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. A random selection will be made separately for each ranked preference (ie 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> and so on).

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

We will deal with applications for school places differently depending on whether we receive them late or by the closing date.

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

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. The following exceptions will apply, provided the application is received by 10 December 2008.

If your family has just moved house you will be asked to provide:

- a letter from your solicitor confirming completion date which must be on or before (date in line with Pan-London timetable).
- a tenancy agreement which comes into effect on or before 10 December 2008.

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

- a council tax bill confirming re-occupation of your property by 10 December 2008. If your property has not been occupied confirmation that tenancy has ceased by (date in line with Pan-London timetable) if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 10 December 2008 if you were seconded abroad.

If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

## **WAITING LIST FOR BENTLEY WOOD**

Places are offered throughout the year by undertaking a fresh random allocation to decide which child is to be offered a place from the waiting list. When a place becomes available, it is offered to the child whose name is selected through the random computer allocation.

Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

## **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.

### Co-educational schools waiting lists

Waiting lists are kept in the same priority order as explained in the admissions 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.

### Bentley Wood High School waiting list

Waiting lists are kept in the same priority order as explained in the admissions rules, ie when a places becomes available a fresh random allocation will be undertaken.

## **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 Harrow Sixth Form Collegiate**

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

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

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



**SCHEME OF CO-ORDINATION FOR ADMISIONS TO HARROW'S  
COMMUNITY AND VOLUNTARY AIDED FIRST, FIRST & MIDDLE AND  
MIDDLE SCHOOLS  
2009-2010**

# **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 (LA) to formulate a Qualifying Scheme.

## **Interpretation**

2. In this scheme –

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

“the LA area” means the area in respect of which the LA is the local 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 LA;

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

“admission authority” in relation to a community school means the LA 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 2007;

“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 2007; 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 LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA in which the applicant/parent is resident
“the Local Admission System LAS”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating Admission Authorities
“the Maintaining LA”	the LA 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
the Participating LAs	the LAs that will co-ordinate the timetable for Reception applications (ie Brent and Harrow Council)



### **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 primary schools in the LA 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 LA.
4. A list of other admission authorities for which the scheme applies is given at Schedule 4.

## **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 entry to First, First & Middle (ie Reception) and Middle Schools (ie Year 4).
3. Applications for both Harrow 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 LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
4. Harrow 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 Co-ordinated Admissions Scheme).
5. The admission authorities within 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.
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 LA 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 FOUR maintained primary schools.
8. Applicants will be invited to give their reasons for each preference.

## **PART 2 – PROCESSING (Admissions to Reception Class)**

1. Applications for admission to Reception class will be made on Harrow's Common Application Form, which will be available and able to be submitted on line.
2. Applicants must return the CAF to Harrow by 28 February 2009.
3. Up to 9 April 2009 Harrow will accept late applications only if they are late for a good reason. Examples of what will be considered as a good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Harrow will be required in these cases).
4. Applications received after the closing date 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 24 April 2009 but the closer to the deadline that an application is received, the less likely it will be that an offer will be made on that date.
5. By (date to be agreed) Harrow 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 Harrow that the schools require in order to apply their oversubscription criteria.
6. By (date to be agreed) 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 LA with a list of applicants ranked according to the school's oversubscription criteria.
7. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, this LA 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.
8. By (date to be agreed) participating authorities will share information about offers made for schools in each of their areas.

### **PART 3 : OFFERS**

1. Application data relating to applications to schools in other participating LAs will be shared by (date to be agreed).
2. This will involve exchanges of information between participating LAs (in accordance with a specified timetable), which will continue until a steady state is achieved
3. Participating LAs will co-ordinate offers so that if a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
4. 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.
5. Where it is not possible to offer a place in a Harrow Community School, applicants will be offered a place at the nearest appropriate community school with a vacancy. Where a parent has only applied for voluntary aided schools, the Harrow Admissions Service will provide information about vacancies remaining in Harrow schools. Outborough applicants will also be advised to contact their home authority.
6. Harrow will inform all applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered.
7. This authority shall use the form of Notification Letter set out in Schedule 3.

### **PART 4 : POST-OFFER**

1. Harrow will share with its non-participating neighbouring LAs 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 LA, Harrow will give parents 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 LA and agree which school offer will be withdrawn and notify the parent accordingly.
2. 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
3. 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.
4. Elimination of multiple offers before children start school in September. Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.

## **PART 5 : CASUAL ADMISSIONS**

### **Harrow Community Schools**

1. Applications received after 1 September 2009 and for year groups other than the year of entry will be treated as casual admissions.
2. Applications should be made on Harrow's casual admission form and sent to the LA, 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/LA.

### **Harrow Voluntary Aided Schools**

1. Applications received after 1 September 2009 and for year groups other than the year of entry will be treated as 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 LA.

## SCHEDULE 1

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

### **Applicant's details:**

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

### **Parent's / carers' details :**

Title  
Name  
Address  
Telephone Number

### **Preference details (four 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?

### **Other:**

Signature of parent or carer  
Date of signature

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

**DRAFT NOTIFICATION LETTER  
FIRST PREFERENCE**

Dear Parent

**Application for a Harrow Primary School**

I am writing to let you know the outcome of your application for a primary school. I am pleased to tell you that your child has been allocated a place at

**NAME OF SCHOOL**

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

I should be grateful if you would fill in the attached slip and return it to the address at the top of the slip by XXXXXXXX. Pressure on places in Harrow schools is very high and we need to know if you are accepting this place or not. If you do not return the form by XXXXXX we will have to consider offering the place to another child.

The Headteacher will contact you in XXXXXXXX about your child's admission. All the information you need about starting school will be given to you at that time. Please do not contact the school before then, as they will be unable to help you.

Yours sincerely

To: Admissions Service, Strategy Department, People First, Civic Centre, etc.  
(FOR COMMUNITY PRIMARY SCHOOLS)

TO: VA School  
(FOR VA SCHOOLS)

**ADMISSION TO PRIMARY SCHOOL FOR XXXXXXXXX**

**CHILD'S NAME, ADDRESS, DATE OF BIRTH AND SCHOOL OFFERED**

Please tick relevant box

I wish to accept the place for my child

I do not wish to accept the place for my child  
I have made the following arrangements for my child's education:

\_\_\_\_\_

The school health service needs to have the name and address of your G.P. Please give details below:

G.P.'S name \_\_\_\_\_

G.P.'s address: \_\_\_\_\_

\_\_\_\_\_

Clinic attended : \_\_\_\_\_

I consent to this information being passed to teaching/medical staff.

Signed:

\_\_\_\_\_  
Mother / Father / Carer / Relative (Please delete as appropriate)

Please print your name in **BLOCK CAPITALS**

\_\_\_\_\_



## **DRAFT NOTIFICATION LETTER NON-FIRST PREFERENCE**

Dear Parent

### **Application for a Harrow Primary School**

I am writing to let you know the outcome of your application for a primary school. Your child has been offered a place at

X School.

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

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

I appreciate you may be disappointed by this, but I strongly recommend that you now take the time to visit the school you have been offered. I am sure you will find it a suitable alternative. A visit will give you an opportunity to meet the staff and to find out what they can offer your child.

If, after that, you are still unhappy about the school offered, you may wish to exercise your right of appeal. If you need more advice or information about infant class appeals for a community primary school please ring the telephone number below. If you need information about an appeal for a Church of England, Jewish or Roman Catholic school please telephone the school.

You should know, however, that there are very limited grounds for succeeding at appeal.

Admission authorities are required to limit the size of infant classes to 30, and your preferred school already has 30 children in each of its classes. Consequently, to succeed on appeal you would need to show either that:

1. The decision, not to take measures that would allow the school to accept more pupils without having more than 30 in a class, was unreasonable in light of the circumstances of the school (**NOT** in light of the circumstances of your child or the family).  
OR
2. The admission rules were not properly applied and your child would have been given a place if the admission arrangements had been properly applied.

If you cannot make a case under 1 or 2 above, your appeal will fail.

I enclose an information sheet explaining why your child was not offered a place at a community school. If you would like information about the reason that your child was not offered a place at a faith school, you should contact the school within the next few days.

You may ask for your child's name to be put on the waiting list for any school and information about how to do this is attached. However, it is important to understand that waiting lists are not a 'first come, first served' list. Children's names are placed on the waiting list by applying the admission rules. This means children can move up and down the waiting list as places are offered from the list, or a family with a higher priority under the admission rules asks for their child's name to be added to the list.

Yours etc

**ADMISSION TO SCHOOL : XXXXXXXX**

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

CHILD'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

PLEASE TICK RELEVANT BOX

1. I wish to accept the place offered at (**name of school offered**)

If you are accepting the school offered, the school health service needs to have the name and address of your G.P. Please give details below:

G.P.'S name \_\_\_\_\_

G.P.'s address: \_\_\_\_\_

\_\_\_\_\_

Clinic attended : \_\_\_\_\_

I consent to this information being passed to teaching/medical staff.

2. I have made other arrangements for my child's schooling and do not require a place in a Harrow school. The alternative arrangements are as follows:

\_\_\_\_\_

4. Please add my child's name to the waiting list for the following school(s): I understand that by asking to go on the waiting list I am indicating I prefer this/these school(s) to the allocated school and that if I am offered a place from the waiting list the current offered school will be automatically withdrawn.

\_\_\_\_\_

4. I have read the information about the limited grounds for succeeding at appeal and I wish to appeal. Please give the name of school(s) you wish to appeal for: A formal Notice of Appeal will then be sent out to you.

\_\_\_\_\_

Please note: You do not need to provide information about your appeal at this stage.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Mother / Father / Carer / Relative

Please print your name in **BLOCK CAPITALS**

\_\_\_\_\_

## No offer letter

Date:

Dear Parent

### **Application for Harrow voluntary aided school**

I am writing to let you know the outcome of your application for a Harrow voluntary aided school. We are sorry that it has not been possible to offer a place at any school on your list of preferences. The reason for this is that there were more applicants for these schools than there are places, and other applicants had a higher priority under the school's published admission criteria.

If you would like more information about the reason that your child was not offered a place at any school, you should contact the school within the next few days.

You have a statutory right of appeal against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the school as soon as possible to obtain the procedure and the date by which an appeal must be received by them.

You can also ask for your child's name to be placed on the waiting list for any voluntary aided school by contacting the school direct. You will need to check with the school how long children's names will be kept on waiting lists and when places will be offered from the waiting list.

I thought you might like to know that there are currently some vacancies at (NAME OF VA SCHOOL(S) WITH VACANCIES) school. If you wish to be considered for a place, please contact the school direct.

Alternatively, there are still some Harrow community schools that have vacancies. If you would like information or advice about applying for a Harrow community school please call us on 020 8424 1680.

Yours sincerely

## SCHEDULE 3

### PROPOSED DRAFT TIMETABLE

#### CO-ORDINATED PRIMARY ADMISSIONS TO RECEPTION CLASS 2009

	<b>EASTER SUNDAY IS 23 MARCH 2008</b>
<b>July/September 2008</b>	Notices published to advise parents of timetable for application
<b>1 September 2008</b>	Admissions Service to send application forms and booklets to schools
<b>Early February 2009</b>	Publicity re closing date
<b>28 February 2009</b>	Deadline for receipt of applications
<b>TBA</b>	Admissions Service sends information of applicants to VA schools
<b>TBA</b>	VA Schools and Admissions Service allocate places
<b>TBA</b>	VA Schools send Admissions Service list of applicants in priority order according to admission rules
<b>TBA</b>	Exchanges of information between participating LAs
<b>TBA</b>	Admissions Service determines school offer by application of parental ranking
<b>24 April 2009</b>	Offer letters to parents and schools informed of children allocated places.
<b>8 MAY 2009</b>	Deadline for acceptance of offer
<b>TBA</b>	Appeal papers sent to parents
<b>TBA</b>	14 days for parents to return appeal papers
<b>JULY 2009</b>	Appeals to start

**AMMISSION AUTHORITIES IN HARROW TO WHICH TO SCHEME APPLIES**

MORIAH JEWISH DAY SCHOOL

ST ANSELM'S RC PRIMARY SCHOOL

ST BERNADETTE'S RC PRIMARY SCHOOL

ST GEORGE'S RC PRIMARY SCHOOL

ST JOHN FISHER RC FIRST & MIDDLE SCHOOL

ST JOHN'S C OF E SCHOOL STANMORE

ST JOSEPH'S RC FIRST & MIDDLE SCHOOL

ST TERESA'S RC FIRST & MIDDLE SCHOOL



**11+ 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  
2009-2010**

# **QUALIFYING CO-ORDINATED ADMISSIONS SCHEME FOR HARROW RESIDENTS APPLYING FOR PLACES IN HARROW'S VOLUNTARY AIDED SCHOOLS AND SCHOOLS OUTSIDE THE BOROUGH WHERE THE AGE OF TRANSFER IS 11**

## **Introduction**

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 (LA) to formulate a Qualifying Scheme.

## **Interpretation**

In this scheme –

“the LA” means Harrow Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local 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, voluntary-aided school or foundation school (but not a special school) which is maintained by the LA;

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

“admission authority” in relation to a community school means the LA 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 2008;

“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 2008; 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

## TEMPLATE LA SCHEME

### 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 ie. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan-London Co-ordinated Admissions Executive Board, which has formulated the Scheme
“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 LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Highly Recommended elements”	are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LEAs
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Mandatory Elements”	those elements of the Template LA Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from the Pan-London Register and related funding



“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”	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 LA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate 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

## Applications

1. Applications for schools where the age of transfer is 11 from residents of Harrow will be made on Harrow's Common Application Form, which will be available and able to be submitted on line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
2. Harrow will take all reasonable steps to ensure that every parent who is resident in this LA and who has a child in Year 6 in a Harrow maintained school, or in their last year of primary education in a maintained school in any other maintaining LA, receives a copy of Harrow's admissions booklet and CAF. The admissions booklet will also be available to parents who do not live in this LA and will include information on how they can access their home LA's CAF.
3. The admission authorities within Harrow (see Schedule 4) will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published admissions criteria. Where the admission arrangements for a Harrow school require a supplementary form, the school will make such forms available to parents. Parents will be advised to return the form direct to the school for which they are applying and also to ensure that they have completed a CAF and returned this direct to Harrow.
4. Where a school in this LA receives a supplementary form, this LA will not consider it to be a valid application unless the parent has also listed the school on their home LA's CAF.
5. Applicants will be able to express a preference for six maintained secondary schools within and/or outside Harrow (including Academies and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
6. The order of preference given on the Common Application Form will not be revealed except insofar as other admission authorities/LAs need this information to apply their own admission criteria, for example if a school's admission criteria gives highest priority to parents who have made that school their first preference. However, where a parent resident in Harrow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.

## Processing

7. Applicants resident within Harrow must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by 24 October 2008.
8. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by 17 November 2008. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
9. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London Timetable, determine its own timetable for the processing of application data and the application of admissions criteria (see Schedule 3).
10. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order except where this is explicitly included in an admission authority's published oversubscription criteria. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.
11. Harrow will accept late applications only if they are late for a good reason up to 10 December 2008. Examples of what will be considered a good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Harrow will be required in these cases).
12. Applications received after the date specified in 11. above will be passed by Harrow to the appropriate Harrow VA school or maintaining LA marked as a late application. Applicants will be advised this will be processed only after those received by the closing date or accepted as a late application (see 9 above), have been dealt with.
13. Where such applications contain preferences for schools in other LAs, Harrow will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
14. The latest date for the upload of late applications which are considered to be on-time within the terms of Harrow's scheme to the PLR is 12 December 2008.
15. Where a parent moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to (date to be agreed in line with PAN-London arrangements), on the basis that an on-time application already exists within the Pan-London system.

16. Harrow will participate in the application data checking exercise to be scheduled between (dates to be agreed in line with PAN-London arrangements) in the Pan-London timetable.
17. Harrow will upload the highest potential offer available to an applicant for a maintained school in Harrow to the PLR by (date to be agreed in line with PAN-London arrangements) 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 LA to Harrow.
18. Harrow's LAS will, as a Home LA, eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR (in accordance with a specified iterative timetable), which will continue until a steady state is achieved (which the PLR will indicate) or until (date to be agreed in line with PAN-London arrangements) if this is sooner. Harrow 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.
19. Harrow will participate in the offer data checking exercise to be scheduled between (dates to be agreed in line with PAN-London arrangements) in the Pan-London timetable.

## **Offers**

20. 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 for Year 7 (primary) and/or Year 8 (secondary).
21. Harrow has agreed, for the purposes of Paragraphs 2(e), 4 (d) and 4 (e) of the Schedule to the Regulations, that the Home LAs 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 LA or in other Participating LAs.
22. Harrow shall use the form of Notification Letters set out in Schedule 2.
23. On 2 March 2009 applicants who applied on line will be able to view the outcome of their application. Harrow will send by first class post notification of the outcome to all resident applicants.
24. Harrow will provide its maintained primary schools with destination data of its resident applicants by the end of the Summer term 2009.

## **Post Offer**

25. This LA will request that resident parents accept or decline the offer of a place by (date to be agreed in line with PAN-London arrangements).
26. Where a parent resident in Harrow accepts or declines a place in a school maintained by another LA by (date to be agreed in line with PAN-London arrangements) this LA will forward the information to the maintaining LA by (date to be agreed in line with PAN-London arrangements). Where such information is received from parents between (dates to be agreed in line with PAN-London arrangements), this LA will pass it to the maintaining LA as it is received.
27. In the period (dates to be agreed in line with PAN-London arrangements), this LA will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent.
28. In the period (dates to be agreed in line with PAN-London arrangements), this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
29. In the period (dates to be agreed in line with PAN-London arrangements), this LA will accept new applicants (including additional preferences) for its schools from home LAs.
30. Applicants will be informed that they can ask for their child's name to be placed on the waiting list for any school, by contacting the school direct. They will also be advised to check with the school how long children's names will be kept on waiting lists and when places will be offered from the waiting list.
31. Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangement

## **CASUAL APPLICATIONS AFTER 31 AUGUST FOR YEAR 7 / CASUAL APPLICATIONS FOR ALL OTHER YEAR GROUPS**

### **Harrow Voluntary Aided Schools**

32. 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 told how their child's name can be added to the school's waiting list, where one is operated.
33. If a Harrow resident child does not have a place in any school, the applicant should be referred to the Harrow Admissions Service.

## SCHEDULE 1

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

Applicant's details:

Surname  
Forename  
Date of Birth  
Gender  
Name of primary school and DfES number

Parent's details :

Title  
Name  
Address  
Telephone Number

Preference details (x 6)

Name of secondary school and DfES number  
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 guardian  
Date of signature

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

## SCHEDULE 2(i)

### NOTIFICATION LETTER :

Dear Parent,

Application for a Secondary School

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

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

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

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

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

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

*You can also confirm that you wish your child's name to be placed on the waiting list for a school in the borough of X, by completing the reply slip. If you wish you child's name to be placed on a waiting list for any other school, please contact the school or the borough concerned.*

Please return the reply slip to me by (date). If you have any questions about this letter, please contact me on \_\_\_\_\_.

Yours sincerely

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

## ACCEPTANCE OF SCHOOL PLACE WHERE AGE OF TRANSFER IS 11

Please complete and return this slip to the address below by:

XXXXXXXXXX

**NAME OF CHILD** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**SCHOOL OFFERED** \_\_\_\_\_

**Please tick box  
as appropriate**

I confirm I wish to accept the place for my child and that I have informed the school accordingly.

I do **NOT** wish to accept the place offered. I have made other arrangements for my child's secondary education.

Please give details

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name in **BLOCK CAPITALS** \_\_\_\_\_



**No offer letter**

Dear Parent

**Application for a Secondary School where the age of transfer is 11**

I am writing to let you know the outcome of your application for a secondary school. We are sorry that it has not been possible to offer a place at any school on your list of preferences. The reason for this is that there were more applicants for these schools than there are places, and other applicants had a higher priority under the published admission criteria.

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

You have a statutory right of appeal against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school as soon as possible to obtain the procedure and the date by which an appeal must be received by them.

You can also ask for your child's name to be placed on the waiting list for any school by contacting the school direct. You will need to check with the school how long children's names will be kept on waiting lists and when places will be offered from the waiting list.

As you know, pupils transfer to Harrow community high schools at 12+ (ie in year 8). If your child attends a Harrow community primary school a 12+ application form will be sent direct to the school in September 2006. If your child does not attend a Harrow community primary school, you can apply for a place in a Harrow community high school by requesting an application form in September 2006 from the address below. Harrow community high schools hold Open Days/Evenings early in the autumn term. You would be very welcome to visit the schools at these times. Alternatively, you can ring the schools direct to arrange a visit. You can also apply for a year 7 place in a Harrow primary school. If you require any further information or advice about applying for a Harrow community school please call us on 020 8424 1680.

Yours sincerely

**TIMETABLE FOR 11+TRANSFER**

**CO-ORDINATED 11+ SCHEME**

<b>SEPTEMBER 2009</b>	
Start of September 2008	Application forms and booklets available. Supplies will be sent to Harrow VA schools.
24 October 2008	Deadline for receipt of applications.
17 November 2008	Deadline for the transfer of application information by the Home LA to the PLR
10 December 2008	Deadline for receipt of late applications
12 December 2008	Deadline for the upload of late applications to the PLR
4 February 2009	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
2 March 2009	Offer letters to parents
16 March 2009	Deadline for acceptance of offer

**HARROW ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES**

THE SACRED HEART LANGUAGE COLLEGE

SALVATORIAN COLLEGE



**12+ SCHEME OF CO-ORDINATION FOR HARROW RESIDENTS  
APPLYING FOR PLACES IN HARROW COMMUNITY HIGH SCHOOLS  
WHERE STUDENTS TRANSFER AT YEAR 8  
2009-2010**

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

## **Introduction**

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

## **Interpretation**

In this scheme –

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

“the LA area” means the area in respect of which the LA are the local 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 LA;

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

“admission authority” in relation to a community school means the LA 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 LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the Maintaining LA”	the LA 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 LA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.

“the Qualifying Scheme”

the scheme which each LA is required to formulate 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 LA 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 Harrow 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 for Harrow Community High Schools will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LA.
4. As part of its 12+ Qualifying Scheme of Co-ordination, Harrow will make its CAF available to neighbouring LAs to enable out-borough applicants to apply for Harrow Community High Schools. Applicants from out-borough will return the form to Harrow for processing. Harrow will advise the home LA of any applications received.
5. This LA will make appropriate arrangements to ensure that:
  - a CAF is sent to children on roll in Year 7 in Harrow middle schools
  - the CAF is available on request from this LA, neighbouring LAs and Harrow Community Middle Schools
  - the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. The CAF will –
  - invite parents to list all eight Harrow Community High Schools in rank order of preference
  - 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. The order of preference given on the CAF will not be revealed except insofar as other admission authorities/LAs 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.

## **PART 2 - PROCESSING**

1. All applicants whether resident within this LA or outside the borough must return the CAF to this LA by 24 October 2008.
2. Harrow 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 LA will use the highest ranked preference to decide which single potential offer to make.
3. This LA will accept late applications only if they are late for a good reason up to 10 December 2008. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within this LA will be required in these cases).
4. Applications received after the date in 3. 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 2 March 2009, but the closer to this date that an application is received, the less likely it will be that an offer will be made on that date.
5. The LAS of this LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer.

## **6. PART 3 : OFFERS**

7. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
8. 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.
9. 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.
10. On 2 March 2009 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.
11. Harrow will inform neighbouring authorities of any school offered to applicants that live in their area.
12. 16 March 2009 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.
13. This authority shall use the form of Notification Letter set out in Schedule 3.

14. **PART 4 : POST-OFFER**

15. Following the allocation of places on 2 March 2009, 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.
16. 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.
17. Applicants who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the co-ordinated admission arrangements.
18. Harrow will begin to offer places from the waiting list within one calendar month from 2 March, as and when places become available.

19. **PART 5 : CASUAL ADMISSIONS**

20. **Harrow Community High Schools**

21. Applications received after 1 September and for other year groups than the year of entry will be treated as a casual admission.
22. Applications should be made on Harrow's casual admission form and sent to the LA, which will determine any application for a community high school for which it is the admission authority.
23. 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/LA.

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

Applicant's details:

**Forename**

Surname

Date of Birth

Gender

Name of primary school

Parent's / carers's details:

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

**TIMETABLE FOR 12+ TRANSFER**

<b>SEPTEMBER 2009</b>	
1 September 2008	Application forms and booklets available. Supplies will be sent to Harrow middle schools, and on request to neighbouring LAs and parents.
24 October 2008	Deadline for receipt of applications.
10 December 2008	Deadline for receipt of late applications (with good reason)
2 March 2009	Offer letters to parents
16 March 2009	Deadline for acceptance of offer

**DRAFT NOTIFICATION LETTER  
FIRST PREFERENCE**

Dear Parent

**Application for a Harrow Community High School**

Thank you for your application for a Harrow community high school. I am writing to let you know the outcome of that application and am pleased to inform you that your child has been offered a place at

X School.

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

You have a statutory right of appeal against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, please contact us on 020 8424 1680.

If you do not wish to take up the place offered, or if you have made alternative school arrangements for September, please complete the tear-off slip below and return it to me within 14 days so that I may offer the place to another student.

If you move between now and September please let me know your new address as soon as possible. This will ensure that our records are accurate.

Yours sincerely

---

Pupil No:

School Offered:

Child's Name

I **DO NOT** want to accept the place at the school offered. I have made the following arrangements for my child's education (please give details below)

---

Signed:

Date:

**DRAFT NOTIFICATION LETTER  
NON-FIRST PREFERENCE**

Dear Parent

**Application for a Harrow Community High School**

I am writing to let you know the outcome of your application for a Harrow high school. Your child has been offered a place at

X School.

Please confirm that you are accepting this place by completing the reply slip attached.

I am sorry that it was not possible for your child to be offered a place at any of the schools you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants had a higher priority than your child under Harrow's admission rules. The attached information explains how places were allocated and why it was not possible to offer a place for your child.

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

I appreciate that you will be disappointed that you have not been offered a place at your preferred school. However, I strongly recommend that you now take the time to visit the school you have been offered, as I am sure you will find it a suitable alternative. A visit will give you an opportunity to meet the staff in the school and find out what it can offer your child.

If, after that, you are still unhappy about the high school offered, you might wish to exercise your right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, please read the information in the attached leaflet and then complete and return the reply slip.

You can also ask for your child's name to be placed on the waiting list for any school by giving details on the attached sheet.

If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

Please return the reply slip to me by (date). If you have any questions about this letter, please contact the Admissions Service on 020 8424 1680.

Yours sincerely

**HIGH SCHOOL TRANSFER 2009**

NAME OF PUPIL:

PUPIL NUMBER:

DATE OF BIRTH:

SCHOOL OFFERED:

Please tick  
One box

I wish to accept the place for my child

I do NOT want to accept the place for my child. I have made other arrangements.  
Please give details:

\_\_\_\_\_  
\_\_\_\_\_

I DO NOT WANT to appeal against the LA decision but would like my child's name to put on the waiting list for the following school(s)

I understand that by asking to go on the waiting list I am indicating I prefer this/these school(s) to the allocated school and that if I am offered a place from the waiting list the offered school will be automatically withdrawn.

\_\_\_\_\_  
\_\_\_\_\_

I wish to appeal against the LA's decision. Please give the name of school(s) you wish to appeal for.  
Your child's name is automatically added to waiting list(s) for school(s) named:

\_\_\_\_\_  
\_\_\_\_\_

SIGNED

DATE

Please circle to indicate relationship to pupil

Parent   Carer   Guardian   Foster parent   Family Friend   Relative



**SCHOOLS IN THE LA AREA OF HARROW TO WHICH THE SCHEME APPLIES**

Bentley Wood High School for Girls

Canons High

Harrow High

Hatch End High

Nower Hill High

Park High

Rooks Heath High

Whitmore High



## FAIR ACCESS PROTOCOL

This protocol applies only to children living in Harrow. Confirmation of residence will be required.

### **Which children are covered?**

- A child looked after by the Local Authority and who does not have a school place.
- Children arriving in Harrow without a school place (eg refugees, asylum seekers, families moving into Harrow from other parts of the UK or abroad).
- Children who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.

### **Which children are not covered?**

- Children on roll in school where the parent is seeking a transfer to another school.

### **Which schools are involved in this protocol?**

All Harrow community and voluntary aided schools

### **When will the protocol apply?**

1. Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.

For permanently excluded pupils – Either when an Independent Appeal Panel has decided not to direct reinstatement or, if there is no appeal, on the day after the last date on which an appeal may be made or on the day (if earlier) the parent/carer notifies the LA that they do not intend to appeal.

For Managed Move pupils – immediately after the decision is made by the RIT.

2. For CLA or children arriving in Harrow without a school place.

Cases will be referred to the next meeting of the Admissions Panel as soon as the Harrow Admissions Service identifies it is not able:

- For secondary pupils – to offer any place because all schools in the relevant year group are full.
- For primary pupils – to offer a place because there is no school with a vacancy within a reasonable distance of the home address. Cases will not be referred to the Admission Panel if this would have a consequent impact on Infant Class Legislation (ie would result in more than 30 children in one teaching group).

## **When will the Admissions Panel meet?**

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

## **Process for determining allocation of places**

- Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team. Pupils will be placed in another mainstream school, even if the year group concerned is full. Secondary pupils will be referred to another high school on a rota basis. Primary pupils will be referred to the next nearest school to their home address. A primary school will not normally be expected to take more than one excluded pupil per year group in each academic year.
- Applications for CLA or children arriving in Harrow without a school places will be referred to the next meeting of the Admissions Panel.

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

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Names of the schools closest the child's home address together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Whether the child is looked after and name of the care authority
- Names and dates of birth of siblings attending any of the schools identified.
- Any known special educational needs.
- Any known religious, philosophical or other reasons for parental preference
- Any information provided by the school.

In light of the information provided, the Members of the Admissions Panel will make their recommendation, which the Director of Schools and Children's Development will then ratify.

Once the decision has been ratified the Admissions Service will inform the school and parents of the decision.

Parents still retain their right of appeal against any decision made by the Local Authority through this protocol.

## **Monitoring**

The Admissions Service will provide regular updates and an annual report on the placement of pupils through the Fair Access Protocol to the Harrow Admissions Forum.

Revised : September 2007



### CONSULTATION ON HARROW'S RELEVANT AREA

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