



**COMMUNITY SCHOOL  
ADMISSION ARRANGEMENTS  
FOR THE 2010/11 ACADEMIC YEAR**

- PART A                      Definitions (i.e. terms used in community school admission rules).
- PART B                      How places will be allocated in Harrow's community school nursery classes for September 2010.
- PART C                      How places will be allocated in community primary schools for September 2010.
- PART D                      How places will be allocated on community high schools for September 2010.



## COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2010 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 unique 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 available place will be allocated using a random computer selection. This will also be the case in the event of multiple birth applications.

### **Home address\*\***

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

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

### **Sibling\*\*\***

A sibling means a child's brother or sister.

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

Places will be offered to twins, triplets and other multiple-birth children in the parents preferred school provided that the school has places. In cases where places cannot be offered to both/all children, the available place will be allocated using a random computer selection.

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.



## ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY CLASSES

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.

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 2010

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

Children where there are 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.

#### c) **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.

**d) 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.

**e) Distance**

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

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

Application forms must be received by Harrow Council by the closing date of 26 February 2010.

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.

However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 26 March 2010:

- 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 26 March 2010
  - A formal tenancy agreement from a letting/estate agent, which comes into effect on or before 26 March 2010
  
- If you are returning from abroad you will need to provide:
  - A council tax bill confirming re-occupation of your property by 26 March 2010 if your property has not been occupied
  - Confirmation that tenancy has ceased by 26 March 2010 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 26 March 2010 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 2010**

### **ADMISSION RULES**

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) Children attending the linked first school**

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

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

Children where there are 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.

#### **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 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	60	82
Glebe	60	
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	90
Roxbourne	90	90
Roxeth	60	
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 2010

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

Children where there are 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. The sibling link does not apply to students who will be attending the sixth form in September 2010.

**f) Sibling link 2010 only**

Families with children in both the Year 6(11+) and Year 7(12+) transfer groups who indicate they want their children to attend the same school, the following will apply: Where one child is offered a place because they best meet the admission rules at a preferred school, the other child will be given the sibling priority for that school

**g) Distance\* from home to school**

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. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 11 December 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 11 December 2009.
- A tenancy agreement, which comes into effect on or before 11 December 2009.

If you are from abroad you will need to provide:

- A council tax bill confirming re-occupation of your property by 11 December 2009 if your property has not been occupied
- Confirmation that tenancy has ceased by 11 December 2009 if your property has been rented during your absence
- Confirmation from your employer that you will return to the UK by 11 December 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 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.

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) Medical reasons relevant to pupil

Children where there is a 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.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at Bentley Wood. Such requests will only be considered if 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.



d) Sibling link (older sisters)

Children with a sister attending Bentley Wood High School at the time of admission. The sibling link does not apply to students who will be attending the sixth form in September 2010.

e) Sibling link (2010 only)

Families with children in both the Year 6(11+) and Year 7(12+) transfer groups who indicate they want their children to attend the same school, the following will apply: Where one child is offered a place because they best meet the admission rules at a preferred school, the other child will be given the sibling priority for that school

e) 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. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 11 December 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 11 December 2009
- A tenancy agreement which comes into effect on or before 11 December 2009.

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

- A council tax bill confirming re-occupation of your property by 11 December 2009 if your property has not been occupied
- Confirmation that tenancy has ceased by 11 December 2009 if your property has been rented during your absence
- Confirmation from your employer that you will return to the UK by 11 December 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 LIST FOR BENTLEY WOOD**

After places have been allocated to Children Looked, girls/parents with an agreed medical claim and girls with sisters attending Bentley Wood at the same time; then 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.

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).