



**SCHEME OF CO-ORDINATION FOR ADMISSIONS TO HARROW'S PRIMARY
SECTOR SCHOOLS
2010-2011**

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 2010; 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 Harrow primary sector schools (ie reception for all through primary schools, separate first, or combined first and middle schools and Year 3 for middle schools).
3. The CAF must be used as a means of expressing four preference for the purposes of section 86 of the School Standards and Framework Act 1998, by parents wishing to express a preference for their child to be admitted to a school within the LA area (including VA and foundation schools);
4. The CAF will –
 - a. invite the parent to express four preferences for a school maintained by the LA and invite the parent to rank those preferences;
 - b. invite parents to give their reasons for each preference;
 - c. explain that the parent will receive no more than one offer of a school place
 - d. specify the closing date and where it must be returned, in accordance with paragraph 11.
5. The LA will make appropriate arrangements for consideration of the application against the published admissions criteria.
4. 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.
5. Parents will be able to express a preference for FOUR maintained primary schools.
6. 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 26 February 2010.
3. Up to 26 March 2010 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 2010 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, 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.
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 2010 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 2010 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:

If you are accepting the school offered, the school needs to have the name and address of the pre school/nursery your child attends. Please give details below:

Name of Nursery/Pre School _____

Address _____

Phone No. _____

I consent to this information being passed to teaching 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 needs to have the name and address the pre school/nursery your child attends. Please give details below:

Name of Pre School/Nursery _____

Address _____

Phone No _____

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. I do **NOT** want to appeal against Harrow's decision but I would like my child's name to be put on the 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.

As previously advised, you have the right to appeal against the decision of the Local Education Authority under the School Standards and Framework Act 1988. Any request for appeal papers must be made in writing quoting your child's details and the school you wish to appeal for.

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.

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 2010

	EASTER SUNDAY IS 4 APRIL 2010
July/September 2009	Notices published to advise parents of timetable for application
1 September 2009	Admissions Service to send application forms and booklets to schools
Early February 2010	Publicity re closing date
26 February 2010	Deadline for receipt of applications
15 March 2010	Admissions Service sends information of applicants to VA schools
26 March 2010	VA Schools send Admissions Service list of applicants in priority order according to admission rules
26 March 2010	Deadline for late 'on time' application
March - April	Exchanges of information between participating LAs
12 April 2010	Admissions Service determines school offer by application of parental ranking
23 April 2010	Offer letters to parents and schools informed of children allocated places.
7 MAY 2010	Deadline for acceptance of offer
21 MAY 2010	Appeal papers sent to parents
4 JUNE 2010	14 days for parents to return appeal papers
JULY 2010	Appeals to start

AMMISSION AUTHORITIES IN HARROW TO WHICH TO SCHEME APPLIES

HARROW COUNCIL

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

KRISHNA AVANTI SCHOOL



**11+ SCHEME OF CO-ORDINATION FOR HARROW RESIDENTS
APPLYING FOR PLACES IN HARROW COMMUNITY AND VASCHOOLS
AND SCHOOLS OUTSIDE THE BOROUGH WHERE STUDENTS
TRANSFER AT YEAR 7
2010-11**

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 2010;

“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 2010; 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 ADMISSION SYSTEM

TEMPLATE LA SCHEME FOR ADMISSION TO SECONDARY SCHOOL IN SEPTEMBER 2010

Definitions

“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 Admissions Executive Board, which is responsible for 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”	the elements of the Template Qualifying Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent 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 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”	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

Applications

1. Harrow will advise home LAs of their resident pupils on the roll of Harrow’s maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
2. Applications from residents of Harrow will be made on this authority’s Common Application Form (CAF), 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 to enable the admission authorities in the LA area to apply the published oversubscription criteria.
3. Harrow will take all reasonable steps to ensure that every parent who is resident in Harrow and has a child in their last year of primary education within a maintained school, either in Harrow or any other maintaining LA, receives a copy of Harrow’s admissions booklet and CAF, including details of how to apply online. The admissions booklet will also be available to parents who do not live in Harrow, and will include information on how they can access their home LA’s CAF.
4. 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 oversubscription criteria. Where supplementary forms are used by the admissions authorities within Harrow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with para 1.73 of the School Admissions Code (Feb 2007).

5. Where a school in Harrow receives a supplementary form, Harrow will not consider it to be a valid application unless the parent has also listed the school on their home LA's CAF, in accordance with para 1.16 of the School Admissions Code (Feb 2007).
6. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA (and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
7. The order of preference given on the CAF will not be revealed to a school within the area of Harrow in accordance with para 2.13 of the School Admissions Code (Feb 2007). 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.
8. Harrow undertakes to carry out the address verification process set out in its entry in the Pan London address verification register (being compiled by the Chair of LIAAG). This will in all cases include validation of resident applicants against Harrow's primary school data and the further investigation of any discrepancy. Where Harrow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it must advise the maintaining LA no later than 11 December in the Application Year 2009.
9. Harrow will check the status of any resident applicant who is a 'Child Looked After' and provide evidence to the maintaining LA in respect of a preference for a school not in Harrow's area by 16 November in the Application Year 2009..
10. Harrow will advise a maintaining LA of the reason for any preference expressed for a school not in Harrow's area, in respect of a resident child born outside of the correct age cohort and will forward any supporting documentation to the maintaining LA by 16 November in the Application Year 2009.

Processing

11. Applicants resident within Harrow must return the CAF, which will be available and able to be submitted on-line, to Harrow by 23 October in 2009.
12. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by 16 November in 2009. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
13. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable, determine and state here its own timetable for the processing of application data and the application of admissions criteria – 4th January 2010.
14. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order in accordance with para 2.13 of the School Admissions Code (Feb 2007). When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow shall, for each applicant to its schools for whom more than one potential offer is available, use

the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

15. Harrow will accept late applications only if they are late for a good reason. 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 Harrow will be required in these cases).
16. Where such applications contain preferences for schools in other LAs, Harrow will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload of late applications which are considered to be on-time within the terms of the home LA's scheme to the PLR is 11 December in 2009.
18. 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 11 December 2009, on the basis that an on-time application already exists within the Pan-London system.
19. Harrow will participate in the application data checking exercise scheduled between 13 December 2009 and 2 January 2010 in the Pan-London timetable.
20. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Harrow will upload the highest potential offer available to an applicant for a maintained school in Harrow to the PLR by 3 February 2010. The PLR will transmit the highest potential offer made by the Maintaining LA to the Home LA.
22. The LAS of Harrow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR (in accordance with an iterative timetable published in the Business User Guide) which will continue until a steady state is achieved (which the PLR will indicate), or until 16 February 2010 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 2010. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.
23. Harrow will participate in the offer data checking exercise scheduled between 17 and 24 February 2010 in the Pan-London timetable.
24. Harrow will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than 24 February 2009. (33 London LAs & Surrey only).

Offers

25. Harrow LA will ensure that Harrow Borough resident children without an offer of a place at one of their preferred schools will be allocated a place at the nearest appropriate Harrow Borough school to their home with a vacancy, subject to the availability of places at that point.
26. 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.
27. Harrow shall use the form of Notification Letter set out in Schedule 2.
28. On 1 March 2010, Harrow will send by first class post notification of the outcome to resident applicants.
29. Harrow will provide primary schools with destination data of its resident applicants by the end of the Summer term 2010.

Post Offer

30. Harrow will request that resident parents accept or decline the offer of a place by 15 March 2010.
31. Where a parent resident in Harrow accepts or declines a place in a school maintained by another LA by 15 March 2010, Harrow will forward the information to the maintaining LA by 22 March 2010. Where such information is received from parents between 15 March and 31 August 2010, Harrow will pass it to the maintaining LA as it is received.
32. In the period 1 March to 31 August 2010, Harrow 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.
33. In the period 1 March to 31 August 2010, Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
34. In the period 1 March to 31 August 2010, Harrow will accept new applications (including additional preferences) for its schools from home LAs.
35. Applicants will be informed that they can ask for their child's name to be placed on the waiting list for any Harrow community school by contacting Harrow. For all other schools, applicants will be advised to contact 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.

SCHEDULE 1

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

Child's details:

Surname

Forename

Date of Birth

Gender

Name of primary school

Address of primary school (if outside home LA)

Parent's details:

Title

Surname

Initials or Forename

Address

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of secondary school

Address of secondary school

Preference ranking

Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the applicant have a statement of SEN? Y/N*

Is the applicant a child looked after? Y/N

If yes, name of responsible authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

* Where an LA decides not to request this information on the CAF, it must guarantee that no stated pupil details will be sent via the PLR.

SCHEDULE 2

Pan-London Co-ordinated Admission Scheme Template Outcome Letter

From: Home LA

Date: **1 March 2009**

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 applied for a place in another borough and wish to be placed on the waiting list, please contact the school or the borough concerned.]

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools).

If you wish to apply for any other school in this borough or elsewhere, you must obtain an application form from this office.

*Please return the reply slip to me by **15 March 2010**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

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

ACCEPTANCE OF SCHOOL PLACE WHERE AGE OF TRANSFER IS 11

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

XXXXXXXX

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** _____

TIMETABLE FOR 11+TRANSFER

CO-ORDINATED 11+ SCHEME

SEPTEMBER 2009	
Start of September 2009	Application forms and booklets available. Supplies will be sent to Harrow VA schools.
23 October 2009	Deadline for receipt of applications.
16 November 2009	Deadline for the transfer of application information by the Home LA to the PLR
11 December 2009	Deadline for receipt of late applications
11 December 2009	Deadline for the upload of late applications to the PLR
3 February 2010	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
16 February 2010	Final ALT file to PLR
24 February 2010	Deadline for On-line ALT file to portal
1 March 2010	Offer letters to parents
15 March 2010	Deadline for acceptance of offer

HARROW ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES

Harrow Council

The Sacred Heart Language College

Salvatorian College



**12+ SCHEME OF CO-ORDINATION 8
2010-2011**

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 2009;

“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 2009; 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 Harrow's CAF. This will include all the fields and information specified in Schedule 1 to Harrow's Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
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. Harrow 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 Harrow, 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 Harrow or outside the borough must return the CAF to Harrow by 23 October 2009.
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, Harrow will use the highest ranked preference to decide which single potential offer to make.
3. Harrow will accept late applications only if they are late for a good reason up to 9 December 2009. 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 Harrow 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 1 March 2010, 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 Harrow will eliminate all but the highest ranked offer where an applicant has more than one potential offer.

PART 3 : OFFERS

6. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
7. 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.
8. 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.
9. On 1 March 2010 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.
10. Harrow will inform neighbouring authorities of any school offered to applicants that live in their area.

11. 15 March 2010 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.
12. Harrow shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

13. Following the allocation of places on 1 March 2010, 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.
14. 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.
15. 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.
16. Harrow will begin to offer places from the waiting list within one calendar month from 2 March, as and when places become available.

PART 5 : CASUAL ADMISSIONS

Harrow Community High Schools

17. Applications received after 1 September and for other year groups than the year of entry will be treated as a casual admission.
18. 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.
19. 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.

Harrow'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

SEPTEMBER 2010	
1 September 2009	Application forms and booklets available. Supplies will be sent to Harrow middle schools, and on request to neighbouring LAs and parents.
23 October 2009	Deadline for receipt of applications.
11 December 2009	Deadline for receipt of late applications (with good reason)
1 March 2010	Offer letters to parents
15 March 2010	Deadline for acceptance of offer

**DRAFT NOTIFICATION LETTER
FIRST PREFERENCE**

Dear

Application for a Harrow Community High School

Thank you for your application for a Harrow community high school for September 2010. 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:

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.

Pressure on places in Harrow schools is very high and we need to know if you are accepting this place or not. I should be grateful if you would fill in the attached slip and return it in the pre-paid envelope by **XXXXX**. If you do not return the form by **XXXXX**, we will have to consider offering the place to another child.

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,

HIGH SCHOOL TRANSFER: SEPTEMBER 2010

Name:
Address:
Date Of Birth:
School Offered:
Pupil No:

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:

SIGNED: _____ DATE: _____

Please print your name in **BLOCK CAPITALS** _____

Please circle to indicate relationship to pupil:

Parent Carer Guardian Foster parent Family friend Relative

Address*: _____

*If this is different from the address printed above, please provide proof ie. current council tax bill, letter from solicitor confirming completion date, tenancy agreement from Estate or Letting Agent, letter from Housing Department or Housing Association and make sure it specifies the date you moved to this property.

Please return in the attached pre-paid envelope to: Admissions Service, , Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

As previously advised, you have the right to appeal against the decision of the Local Education Authority under the School Standards and Framework Act 1988. Any request for appeal papers must be made in writing quoting your child's details and the school you wish to appeal for.

**DRAFT NOTIFICATION LETTER
NON-FIRST PREFERENCE**

Dear

Application for a Harrow Community High School

DOB:

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

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.

I should be grateful if you would fill in the attached slip and return it in the pre-paid envelope by
Pressure on places in Harrow schools is very high and we need to know if you accepting this place or not. If you do not return the form by, we will have to consider offering the place to another child.

Yours sincerely

HIGH SCHOOL TRANSFER: SEPTEMBER 2010

Name:
Address:
Date Of Birth:
School Offered:
Pupil No:

PLEASE TICK BOX 1 **OR** BOX 2:

1. I wish to accept the place for my child. I understand that accepting this place will not affect my child's position on a waiting list or my right of appeal.
2. I do **NOT** wish to accept the place for my child. I have made other arrangements.
Please give details: _____

YOU MUST TICK BOX 1 OR 2 BEFORE COMPLETING BOX 3

3. I do **NOT** want to appeal against Harrow's decision but I would like my child's name to be put on the waiting list for the following school(s). I understand that by asking for my child's name to be placed on the waiting list for the following school(s), I am indicating that I prefer this/these school(s) to the school already allocated. I understand if I am offered a place from the waiting list at another school, this new offer will mean any previous offer will be withdrawn under the co-ordinated admissions arrangements.

SIGNED: _____ DATE: _____

Please print your name in **BLOCK CAPITALS** _____

Please circle to indicate relationship to pupil:
Parent Carer Guardian Foster parent Family friend Relative

Address*: _____

*If this is different from the address printed above, please provide proof ie. current council tax bill, letter from solicitor confirming completion date, tenancy agreement from Estate or Letting Agent, letter from Housing Department or Housing Association and make sure it specifies the date you moved to this property.

Please return in the attached pre-paid envelope to: Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

As previously advised, you have the right to appeal against the decision of the Local Education Authority under the School Standards and Framework Act 1988. Any request for appeal papers must be made in writing quoting your child's details and the school you wish to appeal for.

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

