

Arrangements made by primary schools to consult parents

School	Response
Aylward	Letter sent to parents outlining issues. Parents responded. Governors wrote to Geraldine Sparrow. Parents are invited to a meeting for Canons cluster 20/1/04.
Belmont First	Governors & staff given info to send their individual responses. Parents will be informed by letter.
Belmont Middle	Same as above
Cannon Lane First	Chair will write to parents asked to respond individually through harrow web site. Chair will insure parents are given the appropriate info.
Cannon Lane Middle	Letter sent to parents.
Cedars First	Questionnaire to be sent out in the New Year. Responses forwarded to Madeline Hitchens.
Cedars Middle	Same As Above
Earlsmead	Cluster group meeting 14/01/04 at Rooks Heath.
Elmgrove First	Open meeting 27 th Jan with Harrow High, Whitmore & Vaughan
Elmgrove Middle	Same as above
Glebe	Meeting with parents 20/1/04. GB will give written response following consultation with parents.
Grange First	Discussed at GB meeting referred to sub committee. Reps were asked to canvas various stakeholder groups before the meeting.
Grange Middle	Discussed at governing body meeting, staff reps were present also raised in staff meetings. Planned to speak to parents at governors APM, however no parents turned up.
Grimsdyke	Writing to parents early Jan to invite them to meeting on the 20 Jan 04. Wants a Lea person to be at the meeting. At meeting will gain parents views on the 5 points. And send on to civic centre
Kenmore Park First	Letter & consultation summaries including response forms to be returned 2/2/04. Opportunity given to attend Elmgrove middle school meeting 27/1/04.
Kenmore Park Middle	Same as above

Little Stanmore	Parents sent copy of LEA letter & Article in letter
Longfield First	Parents Evening
Longfield Middle	Parents Evening
Marlborough	Letter to parents with a summary of the cons. papers invited to meeting at Elmgrove . Responses due back on 2/2/04 school will send them on to Civic Centre.
Newton Farm	Cluster group meeting 14/01/04 at Rooks Heath.
Norbury	Cluster meeting on 27/1/04 at Elmgrove.
Pinner Park First	Joint parents meeting between first and middle school to be held in the New Year.
Pinner Park Middle	Joint parents meeting between first and middle school to be held in the New Year.
Pinner Wood First	Consulting with parents the week of 25/1/04. Forms will be returned 10/02/04.
Pinner Wood Middle	Summary sent to parents with a copy of response form. School will forward them.
Priestmead First	Parents evenings 14/01/04 & 20/01/04
Priestmead Middle	Same as above
Roxbourne First	Letter about arrangements to all parents, inviting them to an open evening at Rooks Heath 14/1/04. Letter from H/T about R5's. Copy of agenda items given to parents for personal response.
Roxbourne Middle	Newsletter will contain governing bodys response. Parents will be asked to express thoughts directly with admissions at civic centre.
Roxeth	Article in school newsletter.
Roxeth Manor First	Letters sent to parents and staff members. Responses to be returned 06/02/04.
Roxeth Manor Middle	Cluster group meeting 14/01/04 at Rooks Heath. Parents invited via letter from school.
Sacred Heart	Discussed at Governing body meeting(Oct 03) Explained to perspective parents at open Evening (Oct 03) Proposed explanation to staff in Jan 04
Shaftsbury High	Not relevant to school
St Bernadettes	Summary sent to parents advised full consultation doc available in school
St John Fisher	Meeting with all parents being arranged for 13/01/04.
St Teresa's	Parents informed only one intake for reception class.

Stag Lane First	A summary of the report will be given to parents who will be invited to give views. Governors will be available on certain days and times to discuss issues & receive comments.
Stag Lane Middle	Same As Above
Stanburn First	Letter sent to parents
Stanburn Middle	Letter sent to parents and meeting to follow to discuss.
Vaughan	Open evening 27/01/04 with Elmgrove, Whitmore & Harrow High
Weald First	Arranging a parents meeting (29/01/04). The pro forma will be returned to us following the meeting Request attendance of Lea officer or to be provided with presentation information.
Weald Middle	Same As Above
Welldon Park First	Cluster group meeting 14/01/04 at Rooks Heath.
Welldon Park Middle	Same as above.
West Lodge First	Letters sent to parents outlining areas for consultation and response forms to be completed. Will be sent straight to civic centre or returned to school.
West Lodge Middle	Parents consulted by letter and results were sent to LEA.
Whitefriars	Holding a meeting 21/1/04, also sending out info to parents. Letters sent to parents, summary of doc sent to parents with a response form.
Whitchurch First	Newsletter sent to parents and response form. Governing body met with LEA officer to consider report.
Whitchurch Middle	Summary of paper sent out to parents with response form. Parents encouraged to respond directly to Civic Centre or School. With opportunity to speak to HT about any queries.

Arrangements made by secondary schools to consult parents

School	Response
Bentley Wood	Newsletter and general letters to parents. Meeting on 22/1/04. Staff meetings used within the school.
Canons High	Special meeting of the friends of Canons was on 21/1/04 to discuss the proposals.
Harrow High	Open evening 27/01/04 with Elmgrove, Vaughan & Whitmore.
Hatch End	Governing body meeting to discuss it.
Nower Hill	
Park	
Rooks Heath	Open evening for Rooks Heath Cluster 14/01/04.
Whitmore	Open evening 27/01/04 with Elmgrove, Vaughan and Harrow High.

Summary of consultation responses from Parents
(including website responses)

Total Number of responses: 187

Equal preference	Change to distance	Distance as "Crowflies"	Single intake to reception	Deferred entry to reception (Only 160 responses were received)
130	125	112	132	68

<p>General Comments</p>	<ul style="list-style-type: none"> • Ongoing concern about high school links, especially dual links & parents choosing the primary school for the link to the high school. • Parents feel that the admission rules will limit the choice of schools. • General concern about the single intake to Reception class, some children may be ready others not. • People who responded were in favour of replacing the priority roads scheme. • Reception single intake. Some parents feel that effectively some children will miss a whole year at school and will be disadvantaged. • Younger children find full days hard, should maybe consider staggered intakes. • Parents indicated that admission rules should support children attending closest schools, which will cut down on traffic. • Distance promotes school as part of the local community.
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APPENDIX C(i)

SUMMARY OF CONSULTATION RESPONSES FROM PRIMARY SCHOOL GOVERNING BODIES

School	Equal preference	Change to distance	Distance as "Crowflies"	Single intake to reception	Deferred entry to reception	General Comments
Alexandra School				✓	✓	
Aylward					✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Belmont First	✓			✓	✓	
Belmont Middle	✓			✓	✓	
Cannon Lane First	✓	✓	✓	✓	✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Cannon Lane Middle						
Cedars First	✓	✓	✓	✓	✓	
Cedars Middle						
Earlsmead						
Elmgrove First	✓	✓	✓		✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Elmgrove Middle	✓	✓	✓		✓	Wants to be included in the pilot scheme. (Single intake to REC.)

Glebe	✓	✓	✓	✓	✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Grange First						
Grange Middle						
Grimsdyke						
Kenmore Park First						
Kenmore Park Middle						
Little Stanmore	✓	✓	✓	✓	✓	
Longfield First	✓	✓	✓	✓	✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Longfield Middle	✓	✓	✓	✓	✓	
Marlborough						
Newton Farm	✓	✓	✓	✓	✓ Sch able to def. For need of child	Financial support needed for younger intake.
Norbury						
St George's			✓	✓	✓	
Pinner Park First						
Pinner Park Middle						
Pinner Wood First	✓	✓	✓	✓	✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Pinner Wood Middle						
Priestmead First	✓		✓	✓		

Priestmead Middle	✓		✓	✓		
Roxbourne First						
Roxbourne Middle	✓	✓	✓	✓		
Roxeth						
Roxeth Manor First						
Roxeth Manor Middle	✓		✓			
St George's			✓	✓	✓	
St Teresa's	✓	✓	✓	✓	✓	Will need wide publicity.
Stag Lane First			✓	✓	✓	
Stag Lane Middle						
Stanburn First	✓	✓	✓	✓	✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Stanburn Middle	✓	✓	✓	✓	✓	
Vaughan						
Weald First	✓	✓	✓			
Weald Middle	✓	✓	✓			
Welldon Park First	✓	✓	✓		✓	
Welldon Park Middle						
West Lodge First						

West Lodge Middle	✓	✓		✓	✓	
Whitchurch First	✓	✓	✓	✓	✓	Wants to be included in the pilot scheme. (Single intake to REC.)
Whitchurch Middle	✓	✓	✓	✓		
Whitefriars	✓			✓		
TOTAL NO OF SCHOOLS RESPONDING	TOTAL IN SUPPORT	TOTAL IN SUPPORT	TOTAL SUPPORT	TOTAL IN SUPPORT	TOTAL IN SUPPORT	
31	26 (84%)	20 (65%)	25 (81%)	25 (81%)	22 (71%)	

APPENDIX C(ii)

SUMMARY OF CONSULTATION RESPONSES FROM SECONDARY SCHOOL GOVERNING BODIES

School	Equal preference	Change to distance	Distance as "Crowflies"	Single intake to reception	Deferred entry to reception	General Comments
Bentley Wood	✓	✓	✓	✓	✓	
Canons High	✓		✓			
Harrow High						
Hatch End	✓	✓	✓			
Nower Hill	✓	✓	✓	✓	✓	
Park	✓					
Rooks Heath						
Sacred Heart	✓	✓	✓	✓		
Whitmore						
TOTAL NO OF SCHOOLS RESPONDING	TOTAL IN SUPPORT	TOTAL IN SUPPORT	TOTAL SUPPORT	TOTAL IN SUPPORT	TOTAL IN SUPPORT	
6	6 (100%)	4 (67%)	5 (83%)	3(50%)	2 (33%)	

**PRIMARY SCHOOLS EXPRESSING AN INTEREST IN INVOLVEMENT IN
SINGLE INTAKE PILOT**

AYLWARD F&M SCHOOL

CANNON LANE FIRST SCHOOL

ELMGROVE FIRST SCHOOL

GLEBE F&M SCHOOL

LONGFIELD FIRST SCHOOL

PINNER WOOD FIRST SCHOOL

STANBURN FIRST SCHOOL

WHITCHURCH FIRST SCHOOL

To: Madeleine Hitchens
 From: Wendy Beeton
 CC:
 Date: 08/03/04
 Re: Admission Arrangements for 2005

The Early Years and Childcare Partnership met on the 29th January and set aside time to discuss this issue.

There were wide ranging views from members but in summary they were as follows:

Potential impact on children and parents

- Concerns were expressed about the capacity of practitioners in schools to identify children's needs and plan for their learning if all children are admitted in one intake. There will be significant pressure on both the voluntary and maintained sector to ensure all children have a positive transition.
- The youngest children may not benefit from single entry as the ratios in the maintained sector are much higher than the ratios in the private and voluntary sector providing increased individualised planned learning for children.
- If a parent defers entry until their child is of statutory school age then than child may experience social and emotional stress trying to establish themselves into a large established social group.
- Children may experienced an increased number of transitions in their earliest years as maintained nurseries in Harrow do not provide increased hours.

Potential impact on sustainability for the private and voluntary sector

- The private and voluntary sector could potentially see and increase loss of young three year olds into school. This will mean that the Voluntary sector will not be able to claim the funding for three year old places. The loss of this income for some settings who survive on the edge financially could be significant.

Potential Impact for staff in the maintained sector

- Foundation Stage staff will be under increasing pressure to work with larger numbers of younger children. Planning for the learning needs of young three year olds is significantly different than planning for the needs of older three year olds and four year olds.
- Staff could see an additional call on their time to meet the personal and social needs of young children e/g/ some may still be in nappies because of mild developmental delay.

Recommendations

- All schools who do move to single entry should ensure that all their staff working in Foundation Stage attend at least 4 days relevant training per year.
- School should set out how they plan to ensure continuity of staff for the children.
- Schools should set out how they plan to offer some children and families longer hours to support parents in making an informed choice about their selection of nursery provision for their child.
- Schools should set out clearly to all parents that if they choose to defer the entry of their child then the place will be kept for the child. Information should be clear and unambiguous so parents fully understand their rights.

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

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

Introduction

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

Interpretation

2. In this scheme –

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

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

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

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

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

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

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

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

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

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

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

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

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

Definitions

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

3. The scheme

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

A list of other admission authorities for which the scheme applies is given at Schedule 4.

PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of entry to First, First & Middle (ie Reception) and Middle Schools (ie Year 4).
3. Applications for both Harrow community and voluntary aided primary schools will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LEA Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
5. Harrow will take all reasonable steps to ensure that every parent who wishes to be considered for a place in a community or voluntary aided primary school receives a copy of the CAF (and a written explanation of the Co-ordinated Admissions Scheme).
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 admissions criteria.
5. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by VA schools the school must inform the LEA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
6. Parents will be able to express a preference for three maintained primary schools.
7. Applicants will be invited to give their reasons for each preference.

PART 2 - PROCESSING

1. Applicants must return the CAF to Harrow by 3 November in the Application Year.
2. By 21 November 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.
3. By 19 December the admission authority for each Voluntary Aided School will consider all applications for their school, without reference to rank order, apply the school's oversubscription criteria (if appropriate) and provide the LEA with a list of applicants ranked according to the school's oversubscription criteria.
4. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, this LEA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.
5. Up to 19 December 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).
6. Applications received after 19 December 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 31 January, but the closer to the 31 January deadline that an application is received, the less likely it will be that an offer will be made on that date.

PART 3 : OFFERS

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

PART 4 : POST-OFFER

1. Harrow will share with its neighbouring LEAs information about their residents who have been offered places in a Harrow community or voluntary aided school. If the parents have also been allocated a place in a school in their home LEA, Harrow will give 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 LEA 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.

PART 5 : CASUAL ADMISSIONS

Harrow Community Schools

1. Applications received after 1 September 2005 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 LEA, which will determine any application for a Community Primary School for which it is the admission authority.
3. If the application names a Harrow Voluntary Aided School or a school outside of Harrow, the application form will be referred to the relevant admission authority/LEA.

Harrow Voluntary Aided Schools

1. Applications received after 1 September 2005 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 LEA.

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

Child's details:

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

Parent's / carer's details:

Title
Name
Address
Telephone Number

Preference details (three preferences can be made)

Name of primary school
Address of primary school
Preference ranking

Additional information:

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

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 supply 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

Applications for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.

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 18 February 2005. 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 18 February 2005 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

Admissions Service

To: Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, Middx, HA1 2UW
(FOR COMMUNITY PRIMARY SCHOOLS)

To: VA School (address of school)
(FOR VA SCHOOLS)

ADMISSION TO PRIMARY SCHOOL FOR XXXXXXXXX

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

Please tick relevant box

I wish to accept the place for my child

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

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

G.P.'s name : _____

G.P.'s address: _____

Clinic attended : _____

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

Please indicate if your child has any medical or special educational needs that the school should be aware of. This information will assist the school to make appropriate provision for your child.

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.

Applications for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.

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 PLEASE RELEVANT BOX

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

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

G.P.'s name: _____

G.P.'s address: _____

Clinic attended : _____

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

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

3. Please add my child's name to the waiting list for the following school(s):

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

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

5. Please indicate if your child has any medical or special educational needs that the school should be aware of. This information will assist the school in making appropriate provision for your child.

Signed: _____ Date _____

Mother / Father / Carer / Relative

Please print your name in **BLOCK CAPITALS**

No offer letter

Date: 1 March 2005

Dear Parent

Application for Harrow voluntary aided school

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

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

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

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

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

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

Yours sincerely

TIMETABLE

CO-ORDINATED PRIMARY ADMISSIONS

SEPTEMBER 2005	
May 2004	Notices published to advise parents of timetable for application
15 June 2004	Admissions Service to send application forms and booklets to schools
3 November 2004	Deadline for receipt of applications
21 November 2004	Admissions Service sends information of applicants to VA schools
21 November → 19 December 2004	VA Schools and Admissions Service allocate places
19 December 2004	VA schools send Admissions Service list of applicants in priority order according to admission rules
16 January 2005	Admissions Service determines school offer by application of parent ranking
16 January → 26 January 2005	Admissions Service informs VA schools of any places freed up so they can be reallocated
31 January 2005	Offer letters to parents
18 February 2005	Deadline for acceptance of offer
	Appeal papers sent to parents
	14 days for parents to return appeal papers
	Appeals to start

FIRST TO MIDDLE SCHOOL TRANSFER timetable to be agreed.

OTHER ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES FOR RECEPTION.

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 FIRST SCHOOL

ST JOSEPH'S RC FIRST & MIDDLE SCHOOL

ST TERESA'S RC FIRST & MIDDLE SCHOOL

OTHER ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES FOR FIRST TO MIDDLE SCHOOL TRANSFER

ST JOHN'S C OF E FIRST SCHOOL

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

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

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

Interpretation

5. In this scheme –

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

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

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

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

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

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

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

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

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

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

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

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

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

PAN-LONDON CO-ORDINATED SECONDARY SCHOOL ADMISSIONS

TEMPLATE LEA SCHEME

Definitions

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application ie. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan-London Co-ordinated Admissions Executive Board, which has formulated the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, 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 Elements 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 LEA”	the LEA in which the applicant/parent is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LEA and for determining the highest offer both within and between participating LEAs
“the Maintaining LEA”	the LEA which maintains a school to which an applicant has applied
“the Mandatory Elements”	those elements of the Template LEA 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 LEA’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3

“the Participating LEA”

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

“the Qualifying Scheme”

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

Applications

1. Applications for schools where the age of transfer is 11 from residents of Harrow will be made on Harrow's Common Application Form. This will include all the fields and information specified in Schedule 1 to this Template LEA Scheme. These will be supplemented by any additional fields and information where deemed necessary by Harrow.
2. The admission authorities within Harrow (see Schedule 4) will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published admissions criteria.
3. Where the admission arrangements for a Harrow school require a supplementary form, the school will make such forms available to parents. Parents will be advised to return the form direct to the school for which they are applying and also to ensure that they have completed a CAF and returned this direct to Harrow.
4. Applicants will be able to express a preference for six maintained secondary schools within and/or outside Harrow (including Academies and any City Technology College that has agreed to participate in their LEA's Qualifying Scheme).
5. The order of preference given on the Common Application Form will not be revealed except insofar as other admission authorities/LEAs need this information to apply their own admission criteria, for example if a school's admission criteria gives highest priority to parents who have made that school their first preference. However, where a parent resident in Harrow expresses a preference for schools in the area of another LEA, the order of preference for that LEA's schools will be revealed to that LEA 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 LEA's area.
6. Schools that receive applications direct from parents should inform their maintaining LEA, whether or not the parent lives in that area. The LEA will take all necessary steps to ensure they receive a completed common application form from the parents.

Processing

7. Applicants resident within Harrow must return the Common Application Form to Harrow by 22 October in the Application Year.
8. Application data relating to applications to schools in other participating LEAs will be up-loaded to the PLR by 15 November in the Application Year or, in any year in which that day is not a working day, the next working day.
9. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London Timetable, determine its own timetable for the processing of application data and the application of admissions criteria (see Schedule 3).
10. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order except where this is explicitly included in an admission authority's published oversubscription criteria. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.
11. Up to one working week prior to the deadline for the transfer of potential offer information from Maintaining LEAs to the PLR, Harrow maintained schools will accept late applications only if they are late for a good reason. Examples of what will be considered a good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Harrow will be required in these cases).

12. Applications received after the date specified in 11. above will be passed by Harrow to the appropriate Harrow VA school or maintaining LEA marked as a late application. Applicants will be advised this will be processed only after those received by the closing date or accepted as a late application (see 9 above), have been dealt with.
13. The latest date for the upload of late applications to the PLR is 7 January in the Application Year or, in any year in which that day is not a working day, the next working day.
14. Harrow will upload the highest potential offer available to an applicant for a maintained school in Harrow to the PLR by 9 February or, in any year in which that day is not a working day, the next working day in the Application Year. The PLR will transmit the highest potential offer made by the maintaining LEA to Harrow.
15. Harrow's LAS will, as a Home LEA, eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LEAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR, which will continue until a steady state is achieved (which the PLR will indicate). Harrow will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before 1 March (or, where this is not a working day, the next working day) in the Application Year. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.

Offers

16. Where it is not possible to offer a place in a Harrow Voluntary Aided School or a school outside the borough where the age of transfer is Year 7, applicants will be advised of the process for applying for a place in a Harrow Community School for Year 7 (primary) and/or Year 8 (secondary).
17. For the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, Harrow shall inform all applicants within Harrow 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 Harrow or in other Participating LEAs.
18. Harrow shall use the form of Notification Letters set out in Schedule 2.
19. Applications received after the 1 March offer date will be referred direct as appropriate to a Harrow VA school or the relevant maintaining LEA.

Post-offer

20. Applicants will be advised of their statutory right of appeal against the refusal of a place at any of the schools for which they have applied and to contact the admission authority for the school as soon as possible to obtain the procedure and the date by which an appeal must be received by them.
21. Applicants will be informed that they can ask for their child's name to be placed on the waiting list for any school, by contacting the school direct. They will also be advised to check with the school how long children's names will be kept on waiting lists and when places will be offered from the waiting list.

CASUAL ADMISSIONS FOR HARROW SCHOOLS WHERE THE AGE OF TRANSFER IS 11

Harrow Voluntary Aided Schools

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

SCHEDULE 1

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

Child's details:

Surname
Forename
Date of Birth
Gender
Name of primary school

Parent's details (x 2):

Title
Name
Address
Telephone Number

Preference details (x 6)

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

Additional information:

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

Other:

Signature of parent or guardian
Date of signature

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

SCHEDULE 2(i)

NOTIFICATION LETTER : FIRST PREFERENCE

Date: 1 March 2005

Dear Parent,

Application for a Secondary School

I am writing to let you know the outcome of your application for a secondary school for September 2005. Your child has been offered a place at

X School.

The school will write to you with further details.

Applications for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.

You have a 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 accept the place at X School by completing the reply slip attached. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

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

Yours sincerely

ACCEPTANCE OF SCHOOL PLACE WHERE AGE OF TRANSFER IS 11

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

18 March 2005

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** _____

This form should be returned to :

Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

SCHEDULE 2(ii)

NOTIFICATION LETTER : NON-FIRST PREFERENCE

Date: 1 March 2005

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

Applications for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.

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 Harrow are attached to this letter. If the school is outside Harrow, the admission authority will either be the borough in which the school is situated, or the school itself.

You have a 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 accept the place at X School by completing the reply slip attached. 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 ask for your child's name to be placed on the waiting list for any school. If you wish your child's name to be placed on a waiting list, please contact the school or the borough concerned.

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

Yours sincerely

ACCEPTANCE OF SCHOOL PLACE WHERE AGE OF TRANSFER IS 11

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

18 March 2005

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** _____

This form should be returned to :

Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

SCHEDULE 2(iii)

No offer letter

Date: 1 March 2005

Dear Parent

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

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

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

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

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

As you know, pupils transfer to Harrow community high schools at 12+ (ie in year 8). If your child attends a Harrow community primary school a 12+ application form will be sent direct to the school in September 2005. If your child does not attend a Harrow community primary school, you can apply for a place in a Harrow community high school by requesting an application form in September 2005 from the address below. Harrow community high schools hold Open Days/Evenings early in the autumn term. You would be very welcome to visit the schools at these times. Alternatively, you can ring the schools direct to arrange a visit. You can also apply for a year 7 place in a Harrow primary school. If you require any further information or advice about applying for a Harrow community school please call us on 020 8424 1680.

Yours sincerely

PLEASE COMPLETE AND RETURN THIS SLIP TO THE ADDRESS BELOW BY :

18TH March 2005

NAME OF CHILD _____

DATE OF BIRTH _____

SCHOOL OFFERED _____

Please tick box
as appropriate

I confirm that my child is already attending a Harrow community school.

Please give name of school attending

I wish to apply for a place for my child in a Harrow community school for Year 7.
(An application form will be sent to you after 1st May 2005).

I will be applying for a place in a Harrow community school for Year 8, in the meantime
I have made the following arrangements for my child's education

If you require any further information or advice about applying for a Harrow community school
please call us on 020 8424 1680.

Signed: _____ Date: _____

Please print name in **BLOCK CAPITALS** _____

This form should be returned to :
**Admissions Service, People First, Strategy, Harrow Council, PO Box 22,
Civic Centre, Station Road, Harrow, HA1 2UW**

SCHEDULE 3

TIMETABLE FOR TRANSFER OF INFORMATION FROM VA SCHOOLS TO LEA

CO-ORDINATED 11+ SCHEME

SEPTEMBER 2005	
Start of September 2004	Application forms and booklets available. Supplies will be sent to Harrow VA schools.
22 October 2004	Deadline for receipt of applications.
29 October 2004	Admissions Service sends information of applicants to Harrow VA and outborough schools.
	Harrow VA schools, Maintaining LEAs and own admission authority schools allocate places.
15 November 2004	Deadline for the transfer of application information by the Home LEA to the PLR
7 January 2005	Deadline for the upload of late applications to the PLR
9 February 2005	Deadline for the transfer of potential offer information from the Maintaining LEAs to the PLR
1 March 2005	Offer letters to parents
18 March 2005	Deadline for acceptance of offer

SCHEDULE 4

HARROW ADMISSION AUTHORITIES TO WHICH THE SCHEME APPLIES

THE SACRED HEART LANGUAGE COLLEGE

SALVATORIAN COLLEGE (RC)

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

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

Introduction

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

Interpretation

7. In this scheme –

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

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

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

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

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

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

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

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

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

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

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

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

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

Definitions

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

3. The scheme

5. This scheme is made pursuant to section 89B of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools in the LEA area (“the scheme”).
6. 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.
7. 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 from residents of this LEA will be made on this authority's CAF. This will include all the fields and information specified in Schedule 1 to this LEA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LEA.
4. As part of its 12+ Qualifying Scheme of Co-ordination, Harrow will make its CAF available to neighbouring LEAs to enable out-borough applicants to apply for Harrow Community High Schools. Applicants from out-borough will return the form to Harrow for processing. Harrow will advise the home LEA of any applications received.
5. This LEA will make appropriate arrangements to ensure that:
 - a CAF is sent to children on roll in Year 7 in Harrow middle schools
 - the CAF is available on request from this LEA, neighbouring LEAs 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/LEAs need this information to apply their own admission criteria, for example if a school's admission criteria give highest priority to parents who have made that school their first preference.

PART 2 - PROCESSING

1. All applicants whether resident within this LEA or outside the borough must return the CAF to this LEA by 22 October in the Application Year.
2. This LEA will allocate places according to the Council's admissions rules. For each applicant to its schools for whom more than one potential offer is available, this LEA will use the highest ranked preference to decide which single potential offer to make.
3. This LEA will accept late applications only if they are late for a good reason up to 5 working days before the deadline for allocation of places. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of an immediate family member; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within this LEA 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, but the closer to the 1 March deadline that an application is received, the less likely it will be that an offer will be made on that date.
5. The LAS of this LEA will eliminate, as a Home LEA, all but the highest ranked offer where an applicant has more than one potential offer.

PART 3 : OFFERS

1. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
2. Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
3. Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate Harrow Community High School with a vacancy.
4. On 1 March 2005 all applicants will be notified by Harrow that they are being offered places at the allocated school. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at each of the other schools nominated on the CAF.
 - Information about their statutory right of appeal against the decisions to refuse places at other nominated school.
 - Information about how to place their child's name on the waiting list for any Harrow Community High School.
5. Harrow will inform neighbouring authorities of any school offered to applicants that live in their area.

6. Ten school days from the 1 March is the deadline for parents to respond to the place offered. If they do not respond by this date it will be assumed that they have accepted the place.
7. This authority shall use the form of Notification Letter set out in Schedule 3.

PART 4 : POST-OFFER

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

PART 5 : CASUAL ADMISSIONS

Harrow Community High Schools

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

SCHEDULE 1

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

Child's details:

Forename
Surname
Date of Birth
Gender
Name of primary school

Parent's / carer'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

SCHEDULE 2

TIMETABLE FOR 12+ TRANSFER

SEPTEMBER 2005	
Start of September 2004	Application forms and booklets available. Supplies will be sent to Harrow middle schools, neighbouring LEAs and on request to parents.
22 October 2004	Deadline for receipt of applications.
1 March 2005	Offer letters to parents
18 March 2005	Deadline for acceptance of offer

**DRAFT NOTIFICATION LETTER
FIRST PREFERENCE**

Dear Parent

Application for a Harrow Community High School

Thank you for your application for a Harrow community high school for September 2005. I am writing to let you know the outcome of that application and am pleased to inform you that your child has been offered a place at

X School.

Applications for any schools, which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.

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

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

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

Yours sincerely

Pupil No:

School Offered:

Child's Name :

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

Signed:

Date:

This form should be returned to :
Admissions Service, People First, Strategy, Harrow Council, PO Box 22, Civic Centre, Station Road, Harrow, HA1 2UW

SCHEDULE 4

DRAFT NOTIFICATION LETTER NON-FIRST PREFERENCE

Dear Parent

Application for a Harrow Community High School

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

X School.

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

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

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

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

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

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

Please return the reply slip to me by **18 March 2005**. If you have any questions about this letter, please contact the Admissions Service on 020 8424 1680.

Yours sincerely

HIGH SCHOOL TRANSFER

NAME OF PUPIL: _____

PUPIL NUMBER: _____

DATE OF BIRTH: _____

SCHOOL OFFERED: _____

Please tick

I wish to accept the place for my child

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

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

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

SIGNED _____ DATE _____

Please circle to indicate relationship to pupil

Parent Carer Guardian Foster parent Family Friend Relative

This form should be returned to :

**Admissions Service, People First, Strategy, Harrow Council, PO Box 22,
Civic Centre, Station Road, Harrow, HA1 2UW**