

**D R A F T**  
**PROPOSED ADMISSION ARRANGEMENTS FOR HARROW COMMUNITY SCHOOLS**  
**FOR 2012/2013**  
**(INCLUDING PRIMARY AND SECONDARY SCHEMES OF CO-ORDINATION)**

PART A	Definitions (i.e. terms used in community school admission rules).
PART B	How places will be allocated in Harrow's community school nursery classes.
PART C(i)	How places will be allocated in community reception classes
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**D R A F T****COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2012  
DEFINITION OF TERMS USED IN COMMUNITY SCHOOL ADMISSION RULES****Distance**

The home address is where a child normally lives. Distance is measured in a straight line from home to school, using a computerised mapping system based on ordnance survey data. Harrow community schools are mapped onto the system. The journey is measured in a straight line from the unique address point for the home address to centre point for the school site.

In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection. This will also be the case in the event of multiple birth applications.

**Home address**

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

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

**Sibling**

A sibling means a child's brother or sister.

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

Twins, triplets and other multiple-birth children:

1. Infant classes: Twins and other multiple-birth children to be offered the same primary school. This is with the proviso that the School Admissions Code of Practice is amended to include twins and other multiple birth children as exceptions for infant class sizes.
2. For all other admissions: In cases where only one place is available and twins tie for the last available place, then both will be offered even if this exceeds the planned admission number.
3. Secondary transfer (11+): When using the random allocation criterion for admission to Bentley Wood High School, twins will be allocated the same random number.
4. Where one twin has a Statement of Special Educational Needs that names a specific school, the other twin will be treated as having a sibling link for that academic year.

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

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

### **Withdrawal of places**

Places offered at oversubscribed schools will be withdrawn if:

- the offer was made in error
- the offer was made on the basis of information that cannot be confirmed to the satisfaction of Harrow Council or later proves to be inaccurate
- an incorrect address or other false information is supplied.
- the family has accepted more than one offer at the same time

## **ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY CLASSES**

If more applications are received than there are places in a Nursery, places will be allocated the children in date of birth order, with older children being offered places before younger children, as follows:

- First Children, in date of birth order, who are Looked After<sup>1</sup> by a local authority.
- Next Children, in date of birth order, referred by Harrows Special Education Needs Assessment and Review Service.
- Next Other children, in date of birth order.

If, under any criterion, there are more children with the same date of birth than there are places remaining in the nursery, then the available places will be offered to child(ren) who live closest. Distance will be measured in a straight line from home to school.

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

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

Parents/carers can only apply to one nursery. All unsuccessful applicants will be advised that their child's name can be added to the waiting list for any school.

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

<sup>1</sup>Children who are subject to care orders and those who are accommodated by a local authority

## **HOW PLACES WILL BE ALLOCATED IN COMMUNITY PRIMARY SCHOOLS**

### **ADMISSION TO RECEPTION CLASS**

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

#### **EQUAL PREFERENCES**

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

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

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

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

Children where there are special medical reasons for seeking a place at the preferred school. Except in wholly exceptional circumstances claims on medical grounds will only be considered for the school closest to the child's home address. Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Service.

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

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications independent advice will be sought as appropriate (eg for mental health claims advice will be sought through liaising with Harrow's Mental Health Service).

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

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

### e) **Distance**

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

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

Application forms must be received by Harrow Council by the closing date of 15 January 2011.

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

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

However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 15 February 2011:

- If your family has just moved house you will be asked to provide:
  - a letter from your solicitor confirming completion date which must be on or before 15 February 2011
  - a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 15 February 2011
- If you are returning from abroad you will need to provide:
  - a council tax bill confirming re-occupation of your property by 15 February 2011 if your property has not been occupied
  - confirmation that tenancy has ceased by 15 February 2011 and that you will re-occupy your property if it has been rented during your absence
  - confirmation from your employer that you will return to live in Harrow on or before 15 February 2011 if you were seconded abroad.
- If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

## **WAITING LISTS**

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school listed higher on their list of preferences. Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

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

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

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

## **APPEALS**

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

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

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

**ADMISSION TO HARROW COMMUNITY JUNIOR SCHOOLS**

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

**EQUAL PREFERENCES**

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

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

**a) Children looked after by a local authority****b) Children attending the linked infant school**

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

c) Children where there are special medical reasons for seeking a place at the preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the child's home address. Applications made on medical grounds must be accompanied by compelling medical evidence from a Consultant at the time of application. This letter must provide full details about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. The letter must name the school and state why, in the consultant's view, this school is the most suitable to meet the child's medical needs.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Service.



d) Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a Consultant at the time of application. This letter must provide full details about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the preferred school. The letter must name the school and state why, in the consultant's view, this school is the most suitable to meet the parent's medical needs.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications independent advice will be sought as appropriate (eg for mental health claims advice will be sought through liaising with Harrow's Mental Health Service).

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

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

**g) Distance**

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

## **LATE APPLICATIONS**

Application forms must be received by Harrow Council by the closing date of dd mm yy. Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at school(s) that still has vacancies.

## **WAITING LISTS**

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school listed higher on their list of preferences. Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

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

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

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

## **APPEALS**

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

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

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

## **ADMISSION TO COMMUNITY PRIMARY SCHOOL AFTER THE MAIN ALLOCATION**

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

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

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

## **LATE APPLICATIONS**

Applications received after the closing date will be dealt with after those received by that date have been considered. Places will be offered at schools that still have vacancies.

## **WAITING LISTS**

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school listed higher on their list of preferences. Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

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

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

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

## **APPEALS**

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

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

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

<b>SCHOOL</b>	<b>PLANNED ADMISSION NUMBER</b>	<b>PLANNED ADMISSION NUMBER</b>
	Infant and Primary	Junior
Aylward	60	
Belmont	60	
Cannon Lane	90	90
Cedars Manor	60	
Earlsmead	60	
Elmgrove	90	90
Glebe*	60	
Grange	60	60
Grimsdyke	60	
Heathland	90	90
Kenmore Park	90	90
Little Stanmore	30	
Longfield	90	90
Marlborough	60	
Newton Farm	30	
Norbury *	60	
Pinner Park*	90	90
Pinner Wood	60	
Priestmead	90	
Roxbourne	90	90
Roxeth	56	
Stag Lane	90	90
Stanburn	90	90
Vaughan	60	
Weald*	90	90
Welldon Park	60	60
West Lodge	90	
Whitchurch	90	90
Whitefriars	60	

\* Governors are currently considering the possibility of expansion by 1 form of entry. Decision will be available after 12 November 2010.

## **ADMISSION TO COMMUNITY HIGH SCHOOLS**

### **CO-EDUCATIONAL HIGH SCHOOLS - ADMISSION TO YEAR 7**

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

#### **EQUAL PREFERENCES**

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

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

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

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

Children where there are special medical reasons for seeking a place at the preferred school. Except in wholly exceptional circumstances claims on medical grounds will only be considered for the school closest to the child's home address. Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant

In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education Needs Service.

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

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

In assessing these applications independent advice will be sought as appropriate (eg for mental health claims advice will be sought through liaising with Harrow's Mental Health Service).

Medical claims will only be considered for one school and this should be named by the consultant.

Parent(s) making a medical claim solely on the grounds of the young person's need to be accompanied on the journey to school will not be allowed.

### d) **Sibling link (older brothers or sisters)**

Children with a brother or sister attending the high school at the time of admission. The sibling link does not apply to students who will be attending the sixth form in September 2012.

### e) **Distance from home to school**

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

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

We will deal with applications for school places differently depending on whether we receive them late or by the closing date 31 October 2011. 'However, Harrow will publish information which encourages applicants to submit their application by **21 October 2011 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR'.

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

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 9 December 2011.

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

- a letter from your solicitor confirming completion date, which must be on or before 9 December 2011.
- a tenancy agreement, which comes into effect on or before 9 December 2011

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

- a council tax bill confirming re-occupation of your property by 9 December 2011, if your property has not been occupied.
- confirmation that tenancy has ceased by 9 December 2011, if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 9 December 2011 if you were seconded abroad.

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

## **WAITING LIST FOR CO-EDUCATIONAL HIGH SCHOOLS**

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school listed higher on their list of preferences. Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

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

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

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

## **APPEALS**

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

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

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



## **SINGLE SEX EDUCATION – ADMISSION TO YEAR 7**

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

### **EQUAL PREFERENCES**

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

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

a) **Children looked after by a local authority.**

b) **Medical reasons relevant to pupil**

Children where there are special medical reasons for seeking a place at the preferred school. Except in wholly exceptional circumstances claims on medical grounds will only be considered for the school closest to the child's home address. Applications made on medical grounds must be accompanied by supporting compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications advice, as appropriate, will be sought from Harrow's Special Education.

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

Parent(s) with special medical reasons for seeking a place for their child at their preferred school. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address, Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

In assessing these applications independent advice will be sought as appropriate (eg for mental health claims advice will be sought through liaising with Harrow's Mental Health Service ).

Medical claims will only be considered for one school and this should be named by the consultant.

Parent(s) making a medical claim solely on the grounds of the young person's need to be accompanied on the journey to school will not be allowed.

### d) **Sibling link (older sisters)**

Children with a sister attending Bentley Wood High School at the time of admission. The sibling link does not apply to students who will be attending the sixth form in September 2012.

### e) **Random computer selection**

After pupils under a) to d) have been allocated places, if there are more applications remaining than places available, a random selection is made by computer. A random selection will be made separately for each ranked preference (ie 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> and so on).

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

We will deal with applications for school places differently depending on whether we receive them late or by the closing date –**31 October 2011**. 'However, Harrow will publish information which encourages applicants to submit their application by **21 October 2011 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR').

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

Applications received by the closing date will be processed first.

Applications received after the closing date will NOT be considered until all other applications have been dealt with. However, in very exceptional cases applications received after the closing date may be considered. The following are some example of exceptions that may apply provided the application is received by 9 December 2011.

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

- a letter from your solicitor confirming completion date, which must be on or before 10 December 2011.
- a tenancy agreement, which comes into effect on or before 10 December 2011

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

- a council tax bill confirming re-occupation of your property by 9 December 2011, if your property has not been occupied.
- confirmation that tenancy has ceased by 9 December 2011, if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 9 December 2011 if you were seconded abroad.

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

## **WAITING LIST FOR BENTLEY WOOD**

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school listed higher on their list of preferences. Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

After places have been allocated to Children Looked After, any agreed medical claim, girls with sisters attending Bentley Wood at the same time; then places are offered throughout the year by undertaking a fresh random allocation to decide which child is to be offered a place from the waiting list. When a place becomes available, it is offered to the child whose name is selected through the random computer allocation.

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

## **APPEALS**

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

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

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

<b>School</b>	<b>Planned Admissions Number</b>
Canons	180
Bentley Wood	180
Harrow	180
Hatch End	300
Nower Hill	300
Park	300
Rooks Heath	180 / 210*
Whitmore	270

\* Final PAN is subject to net capacity assessment

## **PART D(iii)**

### **ADMISSION TO COMMUNITY HIGH SCHOOL AFTER THE MAIN ALLOCATION**

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

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

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

### **LATE APPLICATIONS**

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

### **WAITING LISTS**

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school listed higher on their list of preferences. Applications to go on the waiting list for schools listed as a lower preference will not be considered unless there are exceptional circumstances. Documentary evidence will be required. Applicants who completed an on time application but did not name the school as one of their original preference(s) may apply for their child's name to be added to the waiting list.

Waiting lists are not a 'first come - first served' list and so time on the list does not give any priority.

#### Co-educational schools waiting lists

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

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

## Bentley Wood High School waiting list

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

## **APPEALS**

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

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

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

**PART E**

**SCHEMES OF CO-ORDINATION**



## **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

### **Schemes for Co-ordination of Admissions to Year 7 and Reception in Maintained Schools and Academies in September 2012**

#### Contents

Definitions used in this document

Template scheme for co-ordination of admissions to Year 7 in September 2012

Template scheme for co-ordination of admissions to Reception in September 2012

Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Template outcome letter -Year 7 and Reception Schemes (Schedule 2)

Timetable for Year 7 Scheme (Schedule 3A)

Timetable for Reception Scheme (Schedule 3B)

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### *Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in September 2012*

#### Definitions used in the template schemes

"the Application Year"	the academic year in which the parent makes an application ie. in relation to the academic year of entry, the academic year preceding it
"the Board"	the Pan-London Admissions Executive Board, which is responsible for the Scheme
"the Business User Guide (BUG)"	the document issued annually to participating LAs setting out the operational procedures of the Scheme
"the Common Application Form"	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
"the London E-Admissions Portal"	the common online application system used by the 33 London LAs and Surrey County Council
"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 eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
"the Highly Recommended Elements"	the elements of the Template 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/carer 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/parent/carer has applied
"the Mandatory Elements"	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as 'Participating Authorities' and to benefit from use of the Pan-London Register

“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 primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For secondary schools: 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. For primary schools: A date determined annually by the Board.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome 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 in accordance with the School Admissions (Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template Scheme for Co-ordination of Admissions to Year 7 in September 2012

#### Applications

1. Harrow will advise home LAs of their resident pupils on the roll of Harrow's maintained primary schools who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Harrow will be made on Harrow's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Harrow will take all reasonable steps to ensure that every parent/carer 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 Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Harrow, and will include information on how they can access their home LA's Common Application Form.
4. The admission authorities within Harrow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information 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 paragraph 1.83 of the School Admissions Code.
5. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow's admission booklet and website will indicate which schools in Harrow require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Harrow receives a supplementary information form, Harrow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 3.7 of the School Admissions Code.
7. 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).
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow in accordance with paragraph 1.76 of the School Admissions Code. 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 an applicant is eligible for a place at more than one school in that LA's area.

9. Harrow undertakes to carry out the address verification process set out in its entry in the Business User Guide. 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 will advise the maintaining LA no later than **9 December 2011**.
10. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2011**.
11. Harrow will advise a maintaining LA of the reason for any preference expressed for a school in its 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 **14 November 2011**.

## **Processing**

12. Applicants resident within Harrow must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by **31 October 2011**. However, Harrow will publish information which encourages applicants to submit their application by **21 October 2011 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR).
13. Application data relating to preferences for schools in other participating LAs will be uploaded to the PLR by **14 November 2011**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Harrow will accept late applications only if they are late for a good reason, deciding each case on its own merits.
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 to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **9 December 2011**.
18. Where an applicant 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 **9 December 2011**, 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 2011 and 4 January 2012** in the Pan-London timetable in Schedule 3A.

20. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. 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'.]
21. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. Harrow will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **2 February 2012**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. 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 preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **15 February 2012** if this is sooner.
24. Harrow will not make an additional offer between the end of the iterative process and 1 March 2011 which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Harrow's schools, Harrow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Harrow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Harrow will accept that the applicant(s) affected might receive a multiple offer.
26. Harrow will participate in the offer data checking exercise scheduled between **16 and 23 February 2012** in the Pan-London timetable in Schedule 3A.
27. Harrow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2012**. (33 London LAs & Surrey only).

## **Offers**

28. Harrow will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place. This will normally be the closest school with a vacancy to the home address.
29. Harrow will inform all resident applicants 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.
30. Harrow's outcome letter will include the information set out in Schedule 2.
31. **On 1 March 2012**, Harrow will send by first class post notification of the outcome to resident applicants.
32. Harrow will provide primary schools with destination data of its resident applicants by the end of the Summer term **2012**.

## Post Offer

33. Harrow will request that resident applicants accept or decline the offer of a place by **16 March 2012**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Harrow accepts or declines a place in a school maintained by another LA by **16 March 2012**, Harrow will forward the information to the maintaining LA by **23 March 2012**. Where such information is received from applicants after **16 March**, Harrow will pass it to the maintaining LA as it is received.
35. Harrow will inform the home LA, where different, of an offer for a maintained school or Academy in Harrow's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Harrow will not inform an applicant resident in another LA that a place can be offered. Admission authorities within this LA will not inform any applicant that a place can be offered in advance of such notification being sent to the applicant by the home LA.'
37. Harrow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. Where Harrow is informed by a maintaining LA of an offer which can be made to an applicant resident in Harrow's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. Where Harrow, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. Harrow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. Applicants not offered a place in a Harrow community school will be advised of their right of appeal.
43. Applicants will also be advised about the process for being placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered.
44. Applicants who ask for their child's name to be placed on the waiting list for a higher ranked 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.

## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template LA Scheme for Co-ordination of Admissions to Reception / Junior school in September 2012

#### Applications

1. Applications from residents of Harrow will be made on Harrow's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Harrow will take all reasonable steps to ensure that every parent/carer who is resident in Harrow and has a child in a nursery class within a maintained school, either in Harrow or any other maintaining LA, receives a copy of Harrow's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Harrow, and will include information on how they can access their home LA's Common Application Form.
3. The admission authorities within Harrow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information 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 paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow's admission booklet and website will indicate which schools in Harrow require supplementary forms to be completed and where they can be obtained.
5. Where a school in Harrow receives a supplementary information form, Harrow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 3.7 of the School Admissions Code.
6. For admission to Reception, applicants will be able to express a preference for up to six and for transfer to Junior School up to four maintained primary schools or academies within and/or outside Harrow.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow in accordance with paragraph 1.76 of the School Admissions Code. 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 an applicant 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 Business User Guide. This will in all cases include validation of resident applicants against



Harrow's maintained nursery and 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 will advise the maintaining LA no later than 18 February 2011.

9. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by 28 January 2011.
10. Harrow will advise a maintaining LA of the reason for any preference expressed for a school in its 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 **28 January 2012**.

## **Processing**

11. Applicants resident within Harrow must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by **15 January 2012**.
12. Application data relating to preferences for schools in other participating LAs will be uploaded to the PLR by **28 January 2012**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
12. Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
13. Harrow will accept late applications only if they are late for a good reason, deciding each case on its own merits.
14. 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.
15. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **18 February 2012**.
16. Where an applicant 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 **18 February 2012**, on the basis that an on-time application already exists within the Pan-London system.
17. Harrow will participate in the application data checking exercise scheduled between **21 and 28 February 2012** in the Pan-London timetable in Schedule 3B.
18. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. 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'.]
19. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

20. Harrow will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **16 March 2012**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. 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 preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **18 March 2012** if this is sooner.
22. Harrow will not make an additional offer between the end of the iterative process and the 1 March 2011 which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 22, if an error is identified within the allocation of places at one of Harrow's schools, Harrow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Harrow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Harrow will accept that the applicant(s) affected might receive a multiple offer.
24. Harrow will participate in the offer data checking exercise scheduled between **21 and 28 March 2012** in the Pan-London timetable in Schedule 3B.
25. Harrow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **28 March 2012**. (33 London LAs & Surrey only).

### **Offers**

26. Harrow will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place. This will normally be the school with a vacancy closest to the home address.
27. Harrow will inform all resident applicants 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.
28. Harrow's outcome letter will include the information set out in Schedule 2.
29. On **4 April 2012** Harrow will send by first class post notification of the outcome to resident applicants.
30. Harrow will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term **2012**.

### **Post Offer**

31. Harrow will request that resident applicants accept or decline the offer of a place by **19 April 2012**, or within two weeks of the date of any subsequent offer.

32. Where an applicant resident in Harrow accepts or declines a place in a school maintained by another LA by **19 April 2012**, Harrow will forward the information to the maintaining LA by **26 April 2012**. Where such information is received from applicants after **19 April**, Harrow will pass it to the maintaining LA as it is received.
33. Harrow will inform the home LA, where different, of an offer for a maintained school or Academy in Harrow's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
34. When acting as a maintaining LA, Harrow will not inform an applicant resident in another LA that a place can be offered. Admission authorities within this LA will not inform any applicant that a place can be offered in advance of such notification being sent to the applicant by the home LA.'
35. Harrow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
36. Where Harrow is informed by a maintaining LA of an offer which can be made to an applicant resident in Harrow's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
37. Where Harrow, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
38. Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
39. Harrow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
40. Applicants not offered a place in a Harrow community school will be advised of their right of appeal.
41. Applicants will also be advised about the process for being placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered.
42. Applicants who ask for their child's name to be placed on the waiting list for a higher ranked 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.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year 7 and  
Reception in September 2012**

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

**Address of current school (if outside home LA)**

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have a statement of SEN? Y/N

Is the child a 'Child Looked After'? Y/N

If yes, name of responsible local 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

**SCHEDULE 2**

**Template Outcome Letter for Admissions to Year 7 and Reception/Junior School in September 2012**

From: Home LA

Date: **1 March 2012 (sec)**  
**TBA (prim/junior)**

Dear Parent,

Application for a Secondary / Primary School

***I am writing to let you know the outcome of your application for a secondary/primary 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.

***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.***

For Harrow community schools, the attached information explains how places were allocated and why it was not possible to offer a place for your child. If you would like more information about the reason that your child was not offered a place at any other school(s), 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 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 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.***

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

You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. If the school is in this borough, you can use the enclosed reply slip and return it to this office. If the school is in another borough, you will need to contact the school or the borough concerned.

***Please return the reply slip to me by 16 March 2012 (sec )/19 April 2012 (prim) . If you have any questions about this letter, please contact me on \_\_\_\_\_.***

Yours sincerely

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

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

Timetable for Admissions to Year 7 in September 2012

<b>21 Oct 2011</b>	Published closing date (Friday before half-term)
<b>31 Oct 2011</b>	Statutory deadline for receipt of applications
<b>15 Nov 2011</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>10 Dec 2011</b>	Deadline for the upload of late applications to the PLR.
<b>13 Dec 2011 – 4 Jan 2012</b>	Checking of application data
<b>3 Feb 2012</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>15 Feb 2012</b>	Final ALT file to PLR
<b>16- 23 Feb 2012</b>	Checking of offer data
<b>23 Feb 2012</b>	Deadline for on-line ALT file to portal
<b>1 Mar 2012</b>	Offer letters posted.
<b>16 Mar 2012</b>	Deadline for return of acceptances
<b>23 Mar 2012</b>	Deadline for transfer of acceptances to maintaining LAs

## **SCHEDULE 3B**

Timetable for Admissions to Reception/Junior school in September 2012

<b>15 Jan 2012</b>	Statutory deadline for receipt of applications
<b>28 Jan 2012</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>18 Feb 2012</b>	Deadline for the upload of late applications to the PLR.
<b>21- 28 Feb 2012</b>	Checking of application data
<b>16 Mar 2012</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>18 Mar 2012</b>	Final ALT file to PLR
<b>21- 28 Mar 2012</b>	Checking of offer data
<b>28 Mar 2012</b>	Deadline for on-line ALT file to portal
<b>4 April 2012</b>	Offer letters posted.
<b>19 April 2012</b>	Deadline for receipt of acceptances
<b>26 April 2012</b>	Deadline for transfer of acceptances to maintaining LAs



**PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

**Scheme for Co-ordination for In-Year Admissions  
2012-2013**

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## Definitions

“the Home LA” the LA in which the child is resident

“the Maintaining LA” the LA which maintains a school to which an applicant has applied

## Section 1: Applications

1. Applications for children resident in Harrow will be made on Harrow’s Common Application Form. This will include all the fields and information specified in Schedule 1 of this scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Harrow will allow parents to submit an online enquiry through the LA website to express an interest in applying for a school place in-year.
3. The admission authorities within Harrow 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 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 paragraph 1.83 of the School Admissions Code.
4. Where supplementary forms are used, they will be available from the school concerned and available on Harrow’s website. Any supplementary forms must advise parents that they must also complete their Home LA’s Common Application Form. Harrow’s admission booklet and website will indicate which of Harrow’s schools require supplementary forms to be completed and where they can be obtained.
5. Where an admission authority in Harrow receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on their Home LA’s Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.
6. Applicants will be able to express a preference for four maintained primary / secondary schools or Academies within and/or outside Harrow (and any City Technology College that has agreed to participate in their LA’s Scheme). Harrow will accept any preference received from a Home LA for a maintained school or academy in its area.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child 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 address verification for each application made by a resident within Harrow. 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 will advise the maintaining LA as soon as it becomes apparent.
9. Harrow will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in Harrow's area as soon as it is received.
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, and will forward any supporting documentation to the maintaining LA as soon as it is received.

## **Section 2: Processing**

11. Applicants with children resident within Harrow must complete and return the Common Application Form to Harrow.
12. An application for a child resident outside of Harrow will not be considered until a Common Application Form has been fully completed and returned to the Home LA.
13. Where an application is not fully completed, Harrow will not treat the application as valid until all information is received.
14. Harrow will aim to share fully completed application data with other LAs, where it relates to preferences for schools in that LA, within **5 working days** of the application being fully completed. Harrow will aim to share supplementary information received with the Common Application Form with maintaining LAs by the same date.
15. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative secure arrangements will be made to forward data and supporting information to LAs that do not have access to this site.
16. Where it is the policy of this maintaining LA to request background information from a previous school before a place is offered, acting as a Home LA, it will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received.
17. Harrow will send details of applications to its VA schools via the LGFL secure website.
18. Harrow VA schools will follow the same timetable as community schools for applications for the start of Autumn, Spring and Summer Terms.
19. Harrow VA schools will aim to inform the LA of the outcome of any application within **10 school days** from receipt of the application.

### Section 3: Offers

20. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
21. 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.
22. 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 school with a vacancy.
23. Harrow will aim to share the outcome of an application for one of its schools with the Home LA within **10 school days** of receiving the data. (Where it is clear to Harrow that no vacancy exists for the child, Harrow will inform the Home LA as soon as possible after receipt of the application data). If it has not been possible to make a decision within **10 school days**, Harrow undertakes to send details of the outcome of an application for one of its schools to the Home LA as soon as a decision is made, but within at least **20 school days** of receiving the application data.
24. Where it has not been possible to share the outcome of an application for any school within **10 working days** of receiving the data, Harrow understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of Harrow's school.
25. Acting as Home LA, Harrow will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within **10 working days**, and where it has been informed by a maintaining LA that a place is available, will advise that LA whether or not the place is required.
26. Acting as Home LA, Harrow will satisfy itself that each applicant's date of birth is correct.
27. Acting as Home LA, Harrow will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Home LA or in other LAs.
28. Harrow shall use the form of Notification Letter set out in Schedule 2.
29. Where it has not received an outcome for a school within another maintaining LA which is a higher preference than the school offered, Harrow, as Home LA, will case manage that application until an outcome can be sent in respect of each higher preference school named on the Common Application Form.
30. Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will pass responsibility to the new Home LA who, once they are satisfied that the applicant has moved, will accept responsibility for the applicant.

#### **Section 4: Post-offer**

31. Harrow will request that resident parents accept or decline the offer of a place within two weeks.
32. Where a parent does not respond within this timeframe and the application is for an out-borough school, Harrow, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Only where the parent fails to respond and Harrow can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority
33. Where a parent resident in Harrow accepts or declines a place in a school maintained by another LA, Harrow will forward the information to the maintaining LA as soon as it is received.
34. Harrow will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within **5 working days** of being placed on roll.
35. Harrow will notify the Home LA of any appeals that are upheld for Harrow's schools.

#### **Section 5: Waiting Lists**

36. Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in Harrow at the request of the Home LA.
37. Where a place is available to be offered from the waiting list to a child resident in another LA, Harrow will advise the Home LA so that they might formally offer the place.
38. Where Harrow is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.

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

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school
- If currently in school, reason for transfer
- Permanent exclusions
- Does the applicant have a statement of SEN?
- Is the child Looked After?

Parent's/Carer's details:

- Title
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility?

Preference details (x 4)

- Name and DCSF number of school
- Preference ranking
- Local Authority in which the school is based
- Sibling Details
- Reasons for Preference (including any medical or social needs)

Other:

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms

## FIRST PREFERENCE OUTCOME LETTER

«Addressee»

«Address1»

«Address2»

«Address3»

«Address4»

«Postcode»

«Offer date»

Dear «Parent\_Title» «Parent\_Sname»

### **Application for a primary school place**

**Name:** «ChildFname» «ChildSname» **Date of birth:** «ChildDOB» **NCY** «NCY»

**Gender** «Femal/Male

»

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

Offers which could have been made for any schools that you named as a lower preference on your application form were automatically withdrawn under the in-year coordinated admission arrangements, as a higher preference school has been offered.

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

You must return the reply slip to me by ..... (*2 weeks from the date of letter*), in order to retain the offer of your child's school place. Once we have received confirmation that you are accepting this offer, we will advise X school so that they can arrange for your child's admission.

If you have any questions about this letter, please contact the admissions team on 020....

Yours sincerely

**NAME OF PARENT / CARER, HOME ADDRESS AND TELEPHONE NUMBER**

**PLACE MUST BE ACCEPTED WITHIN 14 DAYS**

## ALT PREFERENCE OUTCOME LETTER

«Addressee»

«Address1»

«Address2»

«SentDate»

Dear «Parent\_Title» «Parent\_Sname»

### **Application for a school place**

**Name:** «ChildFname» «ChildSname» **Date of birth:** «ChildDOB»

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

### ***Insert/delete as appropriate***

[However, please be aware that I have not yet been notified of the outcome of your application for Y school. I will write to you again as soon as I am notified of a decision for this school.]

I am sorry that it was not possible for your child to be offered a place at any of the [other] schools you listed as a higher preference on your application form. This is because these schools were already full, or 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 that you named as a lower preference on your application form were automatically withdrawn under the in-year coordinated admission arrangements, as a higher preference school has been offered.

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

You must return the reply slip to me by ..... (*2 weeks from the date of letter*), in order to retain the offer of your child's school place. Once we have received confirmation that you are accepting this offer, we will advise X school so that they can arrange for your child's admission.

If you would like your child's name to be added to the waiting list for any school that you have named as a higher preference on your application form, you should put this request in writing to me. If you wish your child's name to go on the waiting list for an out-borough school, any such request is subject to whether or not that school or Local Authority maintains a waiting list. Please contact the relevant council for information

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.

You have the right of appeal under the School Standards and 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 put your request in writing quoting your child's details and the school(s) you wish to appeal for.

Yours sincerely

**NAME OF PARENT / CARER, HOME ADDRESS AND TELEPHONE NUMBER  
PLACE MUST BE ACCEPTED WITHIN 14 DAYS**



**ALT OFFER LETTER WHERE IT IS POSSIBLE TO MAKE A REASONABLE ALTERNATIVE OFFER**

«SentDate»

«Addressee»

«Address1»

«Address2»

«Postcode»

Dear «Parent\_Title» «Parent\_Sname»

**Application for a school place**

**Name: «ChildFname» «ChildSname» Date of birth: «ChildDOB»**

Further to your request for a school place. I am sorry to inform you that it was not possible to offer «ChildFname» a place at any of the schools you named as a preference on your application form. This is because each school was either full or there were more applications than places, and other applicants had a higher priority than «ChildFname» under the school's published admission criteria. If you would like to add «ChildFname»'s name on the waiting lists of the schools you named on your application form, please indicate this on the attached reply slip.

«ChildFname» can be offered a place at (Name of School). I appreciate that you did not name this school as a preference, but this is the nearest school to your home address with a vacancy and Harrow is obliged to make you an offer of a school place if there are places available.

We would strongly advise you to visit the school before making a decision as this will give you an opportunity to discuss any concerns with the headteacher. Please contact (Name of School Contact) on 020..... to arrange a visit. Please be assured that accepting this place does not affect «ChildFname»'s position on any waiting list or your right of appeal..

Please complete the attached reply slip and return it to me by (date in 2 weeks) to let me know whether you wish to accept this offer. If you do not wish to accept the place, you will need to tell us what alternative arrangements you are making for your child's education.

You have the right to appeal under the School Standards and 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 put your request in writing quoting your child's details and the school(s) you wish to appeal for.

Yours sincerely

**NAME OF PARENT / CARER, HOME ADDRESS AND TELEPHONE NUMBER**

**PLACE MUST BE ACCEPTED WITHIN 14 DAYS**

## IMPORTANT NOTICE

**Places must be taken up within 14 days of the offer.**

Pressure on places in Harrow schools is very high and we need to know if you are accepting the place offered for your child. If you do not return this form by:

**dd mm yy**

The offer will be withdrawn and the place will be given to another child. Your help in returning this form promptly will enable us to offer as many parents as possible their first choice of school.

THANK YOU VERY MUCH FOR YOUR HELP

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

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

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

**SCHOOL CURRENTLY ATTENDING:** \_\_\_\_\_

**Please tick box(es) as appropriate**

I wish to accept the place for my child to start within 14 days.

I understand that accepting this place does not have any effect on my right of appeal or my child's position on any waiting list and if I do not accept this offer now it may not be available at a later date.

I do **NOT** wish to accept the place offered. I have made other arrangements.

Please give details: \_\_\_\_\_

I want my child's name to be added to the waiting list for the following schools:

\_\_\_\_\_

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

Address: \_\_\_\_\_

**PLEASE RETURN THE COMPLETED REPLY SLIP TO:  
Admissions Service, Harrow Council, Civic Centre, Harrow, HA1 2UW**

As previously advised, you have the right to appeal against the decision of the Local Authority under the School Standards and Framework Act 1998. Any request for appeal papers must be made in writing quoting your child's details and the school(s) you wish to appeal for.

## **NO OFFER LETTER**

«SentDate»

«Addressee»

«Address1»

«Address2»

«Postcode»

Dear «Parent\_Title» «Parent\_Sname»

### **Application for a school place**

**Name:** «ChildFname» «ChildSname» **Date of birth:** «ChildDOB»

I am writing to let you know the outcome of your application for a school place. 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 all these schools were full or there were more applications than places, and other applicants had a higher priority under the school's published admission criteria.

As your child currently has a school place, and there is no other school with a vacancy that would be a reasonable offer, an alternative school has not been allocated.

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 appeal for a community school, please put your request in writing to the address below, quoting your child's details and the school(s) you wish to appeal for. If you wish to appeal for any other school, you must contact the admission authority for the school within the next few days to obtain the procedure and date by which an appeal should be made.

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

Yours sincerely

**REQUEST TO GO ON WAITING LIST**

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

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

**SCHOOL CURRENTLY ATTENDING:** \_\_\_\_\_

I would like my child's name to be added to waiting list for the following schools:

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

Please print your name in full: \_\_\_\_\_

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

Address: \_\_\_\_\_

**PLEASE RETURN THE COMPLETED REPLY SLIP TO:  
Admissions Service, Harrow Council, Civic Centre, Harrow, HA1 2UW**

As previously advised, you have the right to appeal against the decision of the Local Authority under the School Standards and Framework Act 1998. Any request for appeal papers must be made in writing quoting your child's details and the school(s) you wish to appeal for.

## **PART F**

### **Admission to Harrow Sixth Form Collegiate**

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

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

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

## **FAIR ACCESS PROTOCOL**

The underlying principles of this protocol are as follows:

- Harrow's Fair Access Protocol may exceptionally require schools to admit children in excess of published admission numbers in order to protect the interests of vulnerable children and those with challenging behaviour. These pupils will be shared equally among Harrow schools. Pupils placed through the Protocol will take priority over children on the waiting lists
- This protocol applies only to children living in Harrow. Confirmation of residence will be required.
- Wherever it is possible, and if specifically requested by the parent/carer, children will be allocated a school of their faith provided a Supplementary Information Form has been submitted to the school providing relevant supporting information and where the school agrees the child meets the faith criterion.

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

- A child looked after by a Local Authority and who does not have a school place including CLA who can be treated as "excepted pupils" for an infant class places.
- Newly arrived young people where no school place is available (eg refugees, asylum seekers, families moving into Harrow from other parts of the UK or abroad).
- Children who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.
- Newly arrived Year 11 students whose first language is not English.

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

- Children on roll in school where the parent is seeking a transfer to another school.
- Newly arrived children where a school place has been allocated but the parents have not taken up the place / the child has not started at the school.

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

All Harrow community and voluntary aided schools

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

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

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

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

2. For CLA or children arriving in Harrow where no school place is available.

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

- For secondary pupils – to offer a place because all schools in the relevant year group are full.
- For primary pupils – to offer a place because there is no school with a vacancy within a reasonable distance of the home address. As far as is possible, primary pupils will be shared equally across the borough. Wherever possible, cases will not be referred to the Fair Access Panel if this would have a consequent impact on Infant Class Legislation (ie would result in more than 30 children in one teaching group). The School Admissions Code of Practice makes allowance for the entry of an additional child in very limited circumstances ie children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.

## **When will the Fair Access Panel meet?**

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

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

- Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team. Pupils will be placed in another mainstream school, even if the year group concerned is full. Secondary pupils will be referred to another high school on a rota basis. Primary pupils will be referred to the next nearest school to their home address. A primary school will not normally be expected to take more than one excluded pupil per year group in each academic year.
- Applications for CLA or children arriving in Harrow where no school place is available will be referred to the next meeting of the Admissions Panel.

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

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

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

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

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

### **Year 11 pupils whose first language is not English**

Newly arrived young people resident in Harrow for whom English is not their first language will be referred to Harrow College for a language assessment. This assessment will include a recommendation as to the most appropriate placement, ie referral to a high school or placement on an appropriate ESOL course.

### **Monitoring**

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

Revised : September 2010



## **HARROW'S RELEVANT AREA**

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

September 2010