

**PROPOSED ADMISSION ARRANGEMENTS FOR HARROW COMMUNITY SCHOOLS  
FOR 2013/14  
(INCLUDING PRIMARY AND SECONDARY SCHEMES OF CO-ORDINATION)**

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**COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2013  
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.

**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 part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, 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 parents where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

**Sibling**

A sibling means a child's brother or sister.

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

The sibling priority does not include cousins or other extended family members who live in the same household.

Twins, triplets and other multiple-birth children:

1. Infant classes: Twins and other multiple-birth children to be offered the same primary school.
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. 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**

“A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).”

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Withdrawal of places**

Places offered at oversubscribed schools will be withdrawn if:

- the offer was made in error
- the parent has not responded within a reasonable period of time
- 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 A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, in date of birth order.
- 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 Primary School place.

"A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)."

## 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) **A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**

#### 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 (e.g. Harrow Association of Disabled People or Harrow's Mental Health Service).

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

Children with a brother or sister attending the primary, 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 2013. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time.

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 2013:

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 2013
- a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 15 February 2013

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

- a council tax bill confirming re-occupation of your property by 15 February 2013 if your property has not been occupied
- confirmation that tenancy has ceased by 15 February 2013 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 2013 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).

## **DEFERRED ENTRY**

Parents can request that the date that their child is admitted to school is deferred until later in the year in which they apply or until the term in which the child reaches compulsory school age. Parents can also request that child attends part-time until their child reaches compulsory school age.

## **WAITING LISTS**

If you have been allocated a school place which was not your first preference, your child's name will automatically be placed on the waiting list for schools which you have ranked higher than the offer we have made. Community school waiting lists will then be maintained by the council whilst Voluntary Aided waiting lists will be maintained by the schools.

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.

Looked after children and previously looked after children, and those allocated a place at the school in accordance with Harrow's Fair Access Protocol, will take precedence over those on a waiting list.

## **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.

## **IN YEAR APPLICATIONS**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria.

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.



## 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) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**

**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) 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 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) Medical reasons relevant to parent**

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 Harrow Association of Disabled People or 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 15<sup>th</sup> January 2013.

Application forms must be received by Harrow Council by the closing date of 15 January 2013. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time.

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 2013:

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 2013
- a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 15 February 2013

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

- a council tax bill confirming re-occupation of your property by 15 February 2013 if your property has not been occupied

- confirmation that tenancy has ceased by 15 February 2013 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 2013 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**

If you have been allocated a school place which was not your first preference, your child's name will automatically be placed on the waiting list for schools which you have ranked higher than the offer we have made.

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.

Looked after children and previously looked after children, and those allocated a place at the school in accordance with Harrow's Fair Access Protocol, will take precedence over those on a waiting list.

## **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.

## **IN YEAR APPLICATIONS**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria.

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.

**Primary School Planned Admission Numbers for Admission to School  
in September 2013-14**

SCHOOL	PLANNED ADMISSION NUMBER	PLANNED ADMISSION NUMBER
	Infant and Primary	Junior
Aylward	60	
Belmont	60	
<i>*Camrose</i>	<i>30 (60)</i>	
Cannon Lane	90	90
<i>*Cedars Manor</i>	<i>60 (90)</i>	
Earlsmead	60	
Elmgrove	90	
<i>*Glebe</i>	<i>60 (90)</i>	
Grange	60	
Grimsdyke	60	
Heathland	90	
Kenmore Park	90	90
Longfield	90	
<i>*Marlborough</i>	<i>60 (90)</i>	
Newton Farm	30	
Norbury	60	
<i>*Pinner Park</i>	<i>90 (120)</i>	<i>90</i>
Pinner Wood	60	
Priestmead	90	
Roxbourne	90	90
Roxeth	60	
Stag Lane	90	90
<i>*Stanburn</i>	<i>90 (120)</i>	<i>90</i>
<i>*Vaughan</i>	<i>60 (90)</i>	
Weald	90	90
Welldon Park	60	60
West Lodge	90	
Whitchurch	90	90
Whitefriars	60	

Subject to the continuing increase in demand for primary schools it is intended to increase the number of places in some community schools. The schools that are proposed for permanent expansion by one form of entry or 30 places in the Primary School Expansion Programme are in italics and marked by \*. The number in brackets is the proposed increased planned admission number if the statutory proposals are agreed.

## ADMISSION TO WHITMORE HIGH SCHOOL

### WHITMORE HIGH SCHOOL - 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) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

#### **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 (e.g. Harrow Association of Disabled People or 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 2013.

### **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 2012. However, Harrow will publish information which encourages applicants to submit their application by **26 October 2012 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications,

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 14 December 2012.

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 14 December 2012.
- a tenancy agreement, which comes into effect on or before 14 December 2012

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

- a council tax bill confirming re-occupation of your property by 14 December 2012, if your property has not been occupied.
- confirmation that tenancy has ceased by 14 December 2012, if your property has been rented during your absence
- confirmation from your employer that you will return to the UK by 14 December 2012 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 WHITMORE HIGH SCHOOLS**

If you have been allocated a school place which was not your first preference, your child's name will automatically be placed on the waiting list for schools which you have ranked higher than the offer we have made.

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.

Looked after children and previously looked after children, and those allocated a place at the school in accordance with Harrow's Fair Access Protocol, will take precedence over those on a waiting list.

## **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.

## **IN YEAR APPLICATIONS**

Applications received out side the normal admissions round will be considered in line with the oversubscription criteria.

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.

### **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).

<b>School</b>	<b>Planned Admissions Number</b>
Whitmore	270

**SCHEMES OF CO-ORDINATION**

# PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

## Harrow Council's Co-ordination Schemes for Admissions to Year 7 and Reception in Maintained Schools and Academies in 2013/14

### Contents

Definitions used in this document

Scheme for co-ordination of admissions to Year 7 in September 2013

Scheme for co-ordination of admissions to Reception in September 2013

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

### Harrow Council's Co-ordination Schemes for Admissions to Year 7 and Reception in 2013/14

#### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. 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 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 Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA Register
“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 London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“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

<p>“the Notification Letter”</p>	<p>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</p>
<p>“the Prescribed Day”</p>	<p>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: 17 April and in the following Year this will be 16 April except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.</p>
<p>“the Pan-London Register (PLR)”</p>	<p>the database which will sort and transmit application and outcome data between the LAS of each participating LA</p>
<p>“the Pan-London Timetable”</p>	<p>the framework for processing of application and outcome data, which is attached as Schedule 3</p>
<p>“the Participating LA”</p>	<p>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.</p>
<p>“the Qualifying Scheme”</p>	<p>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.</p>

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Co-ordination Scheme for Admissions to Year 7 in 2013/14

#### Applications

1. Harrow Council will advise home LAs of their resident pupils on the roll of Harrow's maintained primary schools and academies 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 Council 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 Council'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 2.4 of the School Admissions Code.
5. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow Council'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 Council 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 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 to ensure compliance with 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 Council undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Harrow Council's primary school data and the further investigation of any discrepancy. Where Harrow Council 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 **14 December 2012**.
10. Harrow Council will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a looked after child or previously looked after child and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2012**.
11. Harrow Council 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 2012**.

## Processing

12. Applicants resident within Harrow Council must return the Common Application Form, which will be available and able to be submitted on-line, to Harrow by **31 October 2012**. However, Harrow Council will publish information which encourages applicants to submit their application by **26 October 2012 (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 up-loaded to the PLR by **14 November 2012**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Harrow Council 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 here its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Harrow Council 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 Council will forward the details to maintaining LAs via the PLR as they are received. Harrow Council 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 **14 December 2012**.
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 **14 December 2012**, on the basis that an on-time application already exists within the Pan-London system.
19. Harrow Council will participate in the application data checking exercise scheduled between **17 December 2012 and 2 January 2013** 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 paragraph 1.9 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 Council 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 Council will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **4 February 2013**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Harrow Council 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 2013** if this is sooner.
24. Harrow Council will not make an additional offer between the end of the iterative process and 1 March 2013 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 Council 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 Council will accept that the applicant(s) affected might receive a multiple offer.
26. Harrow Council will participate in the offer data checking exercise scheduled between **18 and 22 February 2013** in the Pan-London timetable in Schedule 3A.



27. Harrow Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2013**. (33 London LAs & Surrey only).

### Offers

28. Harrow Council 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. Where this is the case harrow LA will try and offer a place at the nearest suitable community or academy with a vacancy.
29. Harrow Council 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 Council 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.
31. Harrow Council's outcome letter will include the information set out in Schedule 2.
32. On **1 March 2013**, Harrow Council will send by first class post notification of the outcome to resident applicants.
33. Harrow Council will provide primary schools with destination data of its resident applicants by the end of the Summer term 2013.

### Post Offer

34. Harrow Council will request that resident applicants accept or decline the offer of a place by **15 March 2013**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident in Harrow Council accepts or declines a place in a school maintained by another LA by **15 March 2013**, Harrow Council will forward the information to the maintaining LA by **22 March 2013**. Where such information is received from applicants after **15 March**, Harrow Council will pass it to the maintaining LA as it is received.
36. When acting as a maintaining LA, Harrow Council 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.
37. When acting as a maintaining LA, Harrow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Harrow Council 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.
39. When acting as a home LA, when Harrow Council 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.

40. When acting as a home LA, when Harrow Council has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Harrow Council will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Harrow Council will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
43. Applicants not offered a place in a Harrow community school will be advised of their right of appeal.
44. Applicants will be automatically placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list.
45. Applicants 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

### Co-ordination Scheme for Admissions to Reception in 2013/14

#### 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 Council 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 Council'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 Council 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 2.4 of the School Admissions Code.
4. Where supplementary information forms are used by admission authorities in Harrow Council, they will be available on Harrow Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow Council's admission booklet and website will indicate which schools in Harrow Council require supplementary forms to be completed and where they can be obtained.
5. Where a school in Harrow Council receives a supplementary information form, Harrow Council 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 15d of the School Admissions Code
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow to ensure compliance with paragraph 1.9 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 Council 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 Council 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 **15 February 2013**.
9. Harrow Council 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 **1 February 2013**.
10. Harrow Council 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 **1 February 2013**.

### **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 Council by **15 January 2013**.
12. Application data relating to preferences for schools in other participating LAs will be up-loaded to the PLR by **1 February 2013**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Harrow Council shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Harrow Council will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Harrow Council will forward the details to maintaining LAs via the PLR as they are received. Harrow Council will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. 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 **15 February 2013**.
17. 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 **15 February 2013**, on the basis that an on-time application already exists within the Pan-London system.
18. Harrow Council will participate in the application data checking exercise scheduled between **18 February and 1 March 2013** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Harrow Council will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code. When the admission authorities within Harrow

Council have provided a list of applicants in criteria order to Harrow Council, Harrow Council 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'.]

20. Harrow Council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Harrow Council will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **18 March 2013**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Harrow Council 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 **22 March 2013** if this is sooner.
23. Harrow Council will not make an additional offer between the end of the iterative process and the 17 April 2013 which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at one of Harrow Council's schools, Harrow Council 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 Council 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 Council will accept that the applicant(s) affected might receive a multiple offer.
25. Harrow Council will participate in the offer data checking exercise scheduled between **25 March and 11 April 2013** in the Pan-London timetable in Schedule 3B.
26. Harrow Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2013**. (33 London LAs & Surrey only).

### **Offers**

27. Harrow Council 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. Where this is the case Harrow Council will try and offer a place at the nearest suitable community or academy with a vacancy.
28. Harrow Council 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.
29. Harrow Council's outcome letter will include the information set out in Schedule 2.
30. Harrow Council will, on **17 April 2013**, send by first class post notification of the outcome to resident applicants. (In subsequent years, this date will be substituted for the date prescribed by the Board, which will be set taking into account the statutory

requirement for data to be exchanged between LAs by 31 March and the dates set for public holidays and the school holiday period).

31. Harrow Council will provide primary schools with destination data of its resident applicants by the end of the Summer term 2013.

#### **Post Offer**

32. Harrow Council will request that resident applicants accept or decline the offer of a place by **2 May 2013**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Harrow Council accepts or declines a place in a school maintained by another LA by **2 May 2013**, Harrow Council will forward the information to the maintaining LA by **16 May 2013**. Where such information is received from applicants after **2 May**, Harrow will pass it to the maintaining LA as it is received.
34. When acting as a maintaining LA, Harrow Council 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.
35. When acting as a maintaining LA, Harrow Council and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
36. When acting as a home LA, Harrow Council 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.
37. When acting as a home LA, when Harrow Council 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.
38. When acting as a home LA, when Harrow Council has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
39. When acting as a maintaining LA, Harrow Council will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
40. When acting as a maintaining LA, Harrow Council will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
41. Applicants not offered a place in a Harrow community school will be advised of their right of appeal.
42. Applicants will be automatically placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list.

43. Applicants 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 2013/14 - Appendix

### Protocol for co-ordination of Junior School (Year 3) Admissions

#### Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form for admission to Year 3 in a Junior School. The form will be available from this LA and will also be downloadable from this LA's website. Harrow Council will also enable resident applicants to submit an application on-line.
2. The application will follow sections 1-10 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2013/14.

#### Processing

3. Applicants resident within this LA must return the Common Application Form to this LA by **15 January 2013**
4. Harrow Council will pass details of any preference for a school in the area of another LA to the maintaining LA using the Pan London Secure Document Exchange by **1 February 2013**. Supplementary information provided with the Common Application Form will be sent to the maintaining LA by the same date.
5. The latest date for sending a late application which is deemed to be on-time within the terms of this LA's scheme is **15 February 2013**.
6. Harrow Council will inform the home LA of the highest potential offer available to an applicant for a Junior school in this LA's area no later than **22 March 2013**. (*LAs with Junior schools only*).
7. Harrow Council as a Home LA, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information by **22 March 2013**.
8. The processing of the application will follow sections 14, 15, 17 and 19 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2013/14.

#### Offers

9. Harrow Council will, on **17 April 2013**, send by first class post notification of the outcome to resident applicants. (Where this LA's date differs from the Pan London date for despatch of reception outcome letters, this LA will agree an alternative date with the maintaining LA).
10. The offer of places will follow sections 27-29 and 31 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2013/14.

#### Post Offer

11. The post offer process will follow sections 32-41 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2013/14.



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

**Minimum Content of Common Application Form for Admissions to Year  
7 and Reception in 2013/14**

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 'Looked After Child' or a 'Previously Looked After Child'? 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 in 2013/14**

From: Home LA

Date: **1 March 2013 (sec)**  
**17 April 2013 (prim)**

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

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

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.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated

***Please return the reply slip to me by 15 March 2013 (sec) / 2 May 2013 (prim). If you have any questions about this letter, please contact me on \_\_\_\_\_.***

Yours sincerely

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

Timetable for Admissions to Year 7 in 2013/14

<b>Fri 26 Oct 2012</b>	Published closing date (Friday before half-term)
<b>Wed 31 Oct 2012</b>	Statutory deadline for receipt of applications
<b>Wed 14 Nov 2012</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 14 Dec 2012</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 17 Dec 2012 – Wed 2 Jan 2013</b>	Checking of application data
<b>Mon 4 Feb 2013</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Fri 15 Feb 2013</b>	Final ALT file to PLR
<b>Mon 18-Fri 22 Feb 2013</b>	Checking of offer data
<b>Mon 25 Feb 2013</b>	Deadline for on-line ALT file to portal
<b>Fri 1 Mar 2013</b>	Offer letters posted.
<b>Fri 15 Mar 2013</b>	Deadline for return of acceptances
<b>Fri 22 Mar 2013</b>	Deadline for transfer of acceptances to maintaining LAs

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

Timetable for Admissions to Reception in 2013/14

<b>Tue 15 Jan 2013</b>	Statutory deadline for receipt of applications
<b>Fri 1 Feb 2013</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 15 Feb 2013</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 18 - Fri 22 Feb 2013</b>	Checking of application data
<b>Mon 18 Mar 2013</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 22 Mar 2013</b>	Final ALT file to PLR
<b>Mon 25 Mar-Thur 11 Apr 2013</b>	Checking of offer data
<b>Fri 12 Apr 2013</b>	Deadline for on-line ALT file to portal
<b>Wed 17 April 2013</b>	Offer letters posted.
<b>Thurs 2 May 2013</b>	Deadline for receipt of acceptances
<b>Thurs 16 May 2013</b>	Deadline for transfer of acceptances to maintaining LAs

**Scheme for Co-ordination for In-Year Admissions  
2013-14**

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Section 1	Applications
Section 2	Processing
Section 3	Offers
Section 4	Post-Offer
Section 5	Waiting Lists

## 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 Harrow Council maintained schools and Academies will be made on a Harrow 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.

Harrow Council will process applications for Harrow community schools and Academies

2. The admission authorities within Harrow Council 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 Council, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria.
3. Where supplementary forms are used, they will be available from the school concerned and available on Harrow Council’s website. Any supplementary forms must advise parents that they must also complete their Home LA’s Common Application Form. Harrow Council’s admission booklet and website will indicate which of Harrow Council’s schools require supplementary forms to be completed and where they can be obtained.
4. Where an admission authority in Harrow Council receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on the Common Application Form.
5. Applicants will be able to express a preference for six maintained primary / secondary schools or Academies within Harrow Council.
6. Harrow Council and Harrow VA schools will carry out address verification for each application.
7. Harrow Council will check the status of any child where the application is based on the child being a looked after child or previously looked after child.

## Section 2: Processing

8. Applicants for Harrow Council’s maintained schools or Academies must complete and return the Common Application Form to Harrow Council or if applying for a place at a VA (faith) school to the school directly.
9. Where an application is not fully completed, Harrow Council and or the school will not treat the application as valid until all information is received.

10. If Harrow Council receives a common application form with an application for a VA school they will send details of the application to its VA schools via the LGFL secure website.
11. 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**

12. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
13. 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.
14. Where a Harrow resident child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest Harrow community school or Academy with a vacancy.
15. Harrow Council and Harrow VA schools will require proof of date of birth for each pupil applying for school place in order to satisfy themselves that the date of birth is correct.

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

16. Harrow Council and VA schools will request that parents accept or decline the offer of a place within two weeks.
17. Harrow Council and Harrow VA schools will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Harrow Council and Harrow VA schools 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.
18. Where a parent accepts or declines a place in a school Harrow and the pupil is not a Harrow resident, Harrow Council will forward the information to the home LA.

### **Section 5: Waiting lists**

19. Applicants will be automatically placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list.
20. Applicants 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.

## 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
- Each case is considered under its own merits
- There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

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

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers;
- g) children with special educational needs, disabilities or medical conditions (but without a statement); and
- h) Where the local authority has not been able to offer a school place in accordance with the In-Year Scheme.

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

This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.

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

All Harrow community, voluntary aided and academy schools



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

Applications for school places are received throughout the year and school places will be offered in accordance with the In-Year scheme. Where the local authority is unable to offer a school place in accordance with the In-Year scheme, applications are considered under the Fair Access Protocol.

There are broadly three groups of applications:

#### 1 Excluded Pupils

Excluded pupils are placed at a school using a rota:

- 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.

#### 2 Managed Moves Process

The Managed Moves process may be applied for pupils who are at risk of exclusion. Managed moves are agreed by headteachers to move pupils from one school to another school in exceptional circumstances deemed in the best interest of the child.

#### 3 In-Year Applications

In-Year applications where it is not possible to offer a place in accordance with the in year scheme are referred to the School Placement Admissions Panel (SPAP). These applications are for children who are not in school and there are no vacancies at a suitable school. SPAP consider the cases and schools are directed to take additional pupils on roll. This panel meets every two weeks unless there are no cases to consider.

- 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. The School Admissions Code makes allowance for the entry of an additional child to an infant class in very limited circumstances including children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. In the case of an Academy cannot agree with the local authority over admitting a child, only the Secretary of State can direct the Academy to admit the child.

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

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

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

Harrow resident pupils will be placed in another mainstream school, even if the year group concerned is full. When making decisions the Panel will need to be mindful of the duty on the council that states that the “local authority **must** ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.”.

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

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Names of the schools closest the child's home address together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Names and dates of birth of siblings attending any of the schools identified.
- Any known special educational needs without a Statement of SEN.
- Any known religious, philosophical or other reasons for parental preference. Wherever possible children will be allocated a school of their faith.
- The number of excluded pupils who have been placed in a school via the rota identified in point 1 above.
- The number of pupils who have been placed in a school via the Managed Moves protocol.
- Any information provided by the school.

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

Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

This protocol does not require a school automatically to take another child with challenging behaviour in the place of a child excluded from the school.

### **Powers of Direction**

Harrow Council has the power to direct the admission authority for any maintained school in its area to admit a child even when the school is full. The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority must choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded. It must not choose a sixth-form that selects by ability unless the child meets the selection requirements, or a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources.

Where Harrow Council considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision.

### **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 for a language assessment. This assessment will include a recommendation as to the most appropriate placement, i.e. 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 Education Strategy Consultative Forum.

**PART G**

**HARROW'S RELEVANT AREA**

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

September 2010