

COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2006 DEFINITION OF TERMS USED IN COMMUNITY SCHOOL ADMISSION RULES

Distance*

Each address and school entrance is geo-coded and distance is measured in a straight line from the home** address to the closest school entrance.

Home address**

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

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

Sibling***

A sibling means a child's brother or sister.

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

Places will be offered to twins, triplets and other multiple-birth children in the parents preferred school provided that the school has places. In the event that the school cannot accommodate all children, places will be offered in another school unless specifically instructed to do otherwise by parent(s) / carer(s). However, where twins are concerned and one twin has a Statement of Special Educational Needs that names a specific school, the other twin will be treated as having a sibling link for that academic year.

Medical claims (school closest to the home address).

Parents will have the opportunity to indicate whether they wish single sex or co-educational schooling.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY HIGH SCHOOLS FOR SEPTEMBER 2006

ADMISSION RULES

CO-EDUCATIONAL HIGH SCHOOLS - ADMISSION TO YEAR 8 (12+ TRANSFER)

If more applications are received than there are places available, places are offered up to a school's 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) Statemented pupils

Pupils with a Statement of Special Educational Needs which names a particular high school.

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the chosen school. Such requests will only be considered for the school nearest the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to home. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at the school closest to the home address. Such applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

d) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in the preferred school. Such applications must be accompanied by a detailed assessment showing why the preferred school would best meet the needs of the child.

e) Sibling link (older brothers or sisters)

Children with older brothers or sisters attending the preferred school at the closing date for receipt of 12+ application forms.

f) Sibling link for pupils attending primary schools where the high school link changed in September 2000.

Pupils who, in the academic year 1999/2000, attended Belmont, Elmgrove, Kenmore Park, Norbury, Pinner Park, Whitefriars or St. John's C of E schools AND an older brother or sister attended the previously linked high school in September 1999.

g) Pupils attending a linked middle or first & middle school. Linked schools are as follows:

SCHOOLS	ADMISSION NUMBER	LINKED SCHOOLS
Canons	180	Aylward, Glebe, Little Stanmore, Stag Lane
Harrow	180	Belmont*, Elmgrove*, Norbury, Whitefriars*
Hatch End	300	Cedars, Grimsdyke, Marlborough, Pinner Park*, St John's C of E, Weald, Whitefriars*
Nower Hill	300	Cannon Lane, Pinner Park*, Pinner Wood, West Lodge
Park	280	Belmont*, Kenmore Park, Priestmead, Stanburn, Whitchurch
Rooks Heath	210	Earlsmead, Newton Farm, Roxbourne, Roxeth Manor, Welldon Park
Whitmore	260	Elmgrove*, Grange, Longfield, Roxeth, Vaughan

- * Belmont has dual links to Harrow and Park
- * Elmgrove has dual links to Harrow and Whitmore
- * Pinner Park has dual links to Hatch End and Nower Hill
- * Whitefriars has dual links to Harrow and Hatch End

h) Applicants with no link, by distance* from home** to school

Finally places are allocated to applicants whose home address is nearest to the school. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications

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

You will need to return the completed application form to Harrow Council by the closing date of

Friday, 21 October 2005.

It is vital to get your application in on time. There is less chance of getting a place at a preferred school if the application is late.

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 of Friday 21 October 2005.

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 21 October 2005 will be processed first.

Applications received after 21 October 2005 will NOT be considered until all other applications have been dealt with. Consideration will be given in the following exceptional circumstances, provided the application is received by 16 December 2005.

- If you moved after the closing date you will be asked to provide:
 - a council tax bill / letter from your solicitor confirming residence at the new address on or before 16 December 2005.
 - a tenancy agreement confirming residence on or before 16 December 2005.
- If you are returning from abroad you will need to provide:
 - a council tax bill confirming re-occupation of your property on or before 16 December 2005 if your property has not been occupied
 - confirmation that tenancy has ceased by 16 December 2005 if your property has been rented during your absence
 - confirmation from your employer that you will return to live in Harrow on or before 16 December 2005 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).

APPLICANTS NOT OFFERED A PLACE IN THEIR FIRST PREFERENCE SCHOOL.

Parents who do not get a place at the school of their first preference will be offered a place in another school. Second and other preference schools will be considered but only if the school still has vacancies after allocating places to those who named it as a higher preference.

WAITING LIST FOR CO-EDUCATIONAL HIGH SCHOOLS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does <u>not</u> give any priority. Waiting lists are kept in the priority order as explained in the admission rules. The linked school criterion only applies to Year 8. Students on waiting lists for Years 9, 10 and 11 do not have a linked school status.

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.

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.

SINGLE SEX EDUCATION

BENTLEY WOOD HIGH SCHOOL FOR GIRLS

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

EQUAL PREFERENCES

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

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

a) Statemented Pupils

Pupils with a Statement of Special Educational Needs which names Bentley Wood High School.

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at Bentley Wood. Such requests will only be considered if the school is the nearest one to the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at Bentley Wood. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

d) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in Bentley Wood. Such applications must be accompanied by a detailed assessment showing why Bentley Wood would best meet the needs of the child.

e) Sibling link (older sisters)

Children with older sisters attending Bentley Wood High School at the closing date for receipt of 12+ application forms.

f) Random computer selection

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

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

You will need to return the completed application form to Harrow Council by the closing date of

Friday, 21 October 2005.

It is vital to get your application in on time. There is less chance of getting a place at a preferred school if the application is late.

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 of Friday 21 October 2005.

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 21 October 2005 will be processed first.

Applications received after 21 October 2005 will NOT be considered until all other applications have been dealt with. Consideration will be given in the following exceptional circumstances, provided the application is received by 16 December 2005.

- If you moved after the closing date you will be asked to provide:
 - a council tax bill / letter from your solicitor confirming residence at the new address on or before 16 December 2005.
 - a tenancy agreement confirming residence on or before 16 December 2005.
- > If you are returning from abroad you will need to provide:
 - a council tax bill confirming re-occupation of your property on or before 16 December 2005 if your property has not been occupied
 - confirmation that tenancy has ceased by 16 December 2005 if your property has been rented during your absence
 - confirmation from your employer that you will return to live in Harrow on or before 16 December 2005 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).

APPLICANTS NOT OFFERED A PLACE IN THEIR FIRST PREFERENCE SCHOOL.

Parents who do not get a place at the school of their first preference will be offered a place in another school. Second and other preference schools will be considered but only if the school still has vacancies after allocating places to those who named it as a higher preference.

WAITING LIST FOR BENTLEY WOOD

After the main allocation, pupils are placed on the waiting list for Bentley Wood in order of the tie-breaker, i.e. distance, measured in a straight line.

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.

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.

ADMISSION TO COMMUNITY HIGH SCHOOL AFTER THE MAIN ALLOCATION

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

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

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

LATE APPLICATIONS

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

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does <u>not</u> 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.

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.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY PRIMARY SCHOOLS FOR SEPTEMBER 2006

ADMISSION RULES

ADMISSION TO RECEPTION CLASS (MAIN ALLOCATION)

If more applications are received than there are places available, places are offered up to a school's admission 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) Statemented pupils

Pupils with a Statement of Special Educational Needs which names a particular primary school.

b) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the chosen school. Such requests will only be considered for the school nearest the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to home. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

c) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at the school closest to the home address. Such applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

d) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in the preferred school. Such applications must be accompanied by a detailed assessment showing why the preferred school would best meet the needs of the child.

e) Sibling link (i.e. older brothers/sisters)

Children who have an older brother or sister who will be attending the school at the closing date for receipt of application for admission to reception class.

g) Distance

Distance 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

You will need to return the completed application form to Harrow Council by the closing date of

Wednesday, 2 November 2005.

It is vital to get your application in on time. There is less chance of getting a place at a preferred school if the application is late.

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 of Wednesday, 2 November 2005

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 Wednesday, 2 November 2005 will be processed first.

Applications received after 2 November 2005 will NOT be considered until all other applications have been dealt with. Consideration will be given in the following exceptional circumstances, provided the application is received by 16 December 2005.

- If you moved after the closing date you will be asked to provide:
 - a council tax bill / letter from your solicitor confirming residence at the new address on or before 16 December 2005.
 - a tenancy agreement confirming residence on or before 16 December 2005.
- > If you are returning from abroad you will need to provide:
 - a council tax bill confirming re-occupation of your property on or before 16
 December 2005 if your property has not been occupied
 - confirmation that tenancy has ceased by 16 December 2005 if your property has been rented during your absence
 - confirmation from your employer that you will return to live in Harrow on or before
 16 December 2005 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).

APPLICANTS NOT OFFERED A PLACE IN A PREFERRED SCHOOL.

Parents who do not get a place in one of their preferred schools will be offered a place in another school that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does <u>not</u> 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.

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.

HOW PLACES WILL BE ALLOCATED IN COMMUNITY MIDDLE SCHOOLS FOR SEPTEMBER 2006

ADMISSION RULES

If more applications are received than there are places available, places are offered up to a school's 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

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 attending the linked first school

All children currently attending Year 3 in the linked first school even if this number is greater than the middle school's standard number.

b) Statemented pupils

Pupils with a Statement of Special Educational Needs which names a particular middle school.

c) Medical reasons relevant to pupil

Children with special medical reasons for seeking a place at the chosen school. Such requests will only be considered for the school nearest the child's home. Applications made on medical grounds must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to home. In assessing these applications appropriate advice will be sought, for example, from the Community Health Service, the Psychology Service and headteachers.

d) Medical reasons relevant to parent(s)

Parent(s) with special medical reasons for seeking a place for their child at the school closest to the home address. Such applications will only be considered for the parent(s) with whom the child lives and must be accompanied by supporting evidence from a Consultant at the time of application. This letter must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school nearest to the home address. In assessing these applications we will seek appropriate advice, for example, from the Community Health Service.

e) Children looked after by the local authority.

Children looked after by the local authority where the Head of Children and Family Services supports placement in the preferred school. Such applications must be accompanied by a detailed assessment showing why the preferred school would best meet the needs of the child.

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

Children who will have a brother or sister still attending the first or middle school at the closing date for receipt of applications.

g) Distance

Distance 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.

APPLICANTS NOT OFFERED A PLACE IN A PREFERRED SCHOOL.

Parents who do not get a place in one of their preferred schools will be offered a place in another school that still has vacancies.

LATE APPLICATIONS

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

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does <u>not</u> 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.

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.

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 school(s) that still has vacancies.

WAITING LISTS

Parents/carers can ask for their child's name to be put on the waiting list for any Harrow community school.

Waiting lists are not a 'first come - first served' list and so time on the list does <u>not</u> 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.

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.

NUMBER OF PLACES IN HARROW SCHOOLS WHERE ADMISSION IS INTO RECEPTION

SCHOOL	PLACES AVAILABLE 2006 ACADMIC YEAR	
Aylward F&M	60	
Belmont First	60	
Cannon Lane First	90	
Cedars First	90	
Earlsmead F&M	60	
Elmgrove First	82	
Glebe F&M	52	
Grange First	90	
Grimsdyke F&M	60	
Kenmore Park First	90	
Little Stanmore F&M	45	
Longfield First	90	
Marlborough F&M	60	
Newton Farm F&M	30	
Norbury F&M	60	
Pinner Park First	90	
Pinner Wood First	90	
Priestmead First	90	
Roxbourne First	90	
Roxeth F&M	56	
Roxeth Manor First	90	
Stag Lane First	90	
Stanburn First	90	
Vaughan F&M	60	
Weald First	90	
Welldon Park First	60	
West Lodge First	90	
Whitchurch First	90	
Whitefriars F&M	60	

NUMBER OF PLACES IN HARROW SCHOOLS WHERE ADMISSION IS IN YEAR 4

SCHOOL	PLACES AVAILABLE 2006 ACADEMIC YEAR	
Belmont Middle	60	
Cannon Lane Middle	90	
Cedars Middle	90	
Elmgrove Middle	82	
Grange Middle	90	
Kenmore Park Middle	90	
Longfield Middle	90	
Pinner Park Middle	90	
Pinner Wood Middle	90	
Priestmead Middle	90	
Roxbourne Middle	90	
Roxeth Manor Middle	90	
Stag Lane Middle	90	
Stanburn Middle	90	
Weald Middle	90	
Welldon Park Middle	60	
West Lodge Middle	90	
Whitchurch Middle	90	

NUMBER OF PLACES IN HARROW SCHOOLS WHERE ADMISSION IS IN YEAR 8

HIGH SCHOOLS	PLACES AVAILABLE 2006 ACADEMIC YEAR
Bentley Wood	180
Canons	180
Harrow	180
Hatch End	300
Nower Hill	300
Park	280
Rooks Heath	210* subject to consultation and agreement
Whitmore	260