



# Admissions Policy

**Ratified by Governors**  
September 2016

**Date for full implementation**  
September 2016

**Date for review**  
September 2018 (or earlier if considered necessary)

**Signature/s**

Chair of Governors – Mr P Dollimore

Head Teacher – Mrs A Szymaniak

Grange Primary School Planned Admissions Numbers for 2016 -2019 (Part A)  
How places will be allocated (Part Ai)  
Late applications (Part Aii)

Definitions of Terms used for admission arrangements (Part B)

Part A

### **Planned admissions to Grange Primary 2017 -2017**

	Year 16-17	Year 17-18	Year 18-19
Nursery	60	60	60
Reception	90	90	90
Year 1	90	90	90
Year 2	90	90	90
Year 3	90	90	90
Year 4	60	90	90
Year 5	90	60	90
Year 6	90	90	60

**Part Ai**

#### **How places will be allocated**

Places are allocated on the basis of 30 pupils per class. This can only be exceeded when numbers of pupils exceeds the all the available places in all Harrow Schools.

If more applications are received than there are places available, places are offered up to pupils based on the following criteria:

#### **Equal preferences**

Each preference is treated as a separate application. Then using the oversubscription criteria each application is considered and ordered in a list based on how well they meet the criteria. If applicants qualify for a place at more than one school, a place is offered at the one given the highest ranking by the applicant.

#### **Oversubscription criteria**

The oversubscription criteria are applied when more applications have been received than there are places available at a school. Applications are considered in the following order:

**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).

### **B) Children attending the linked nursery school.**

This criterion only applies to infant applications.

### **C) Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and or social needs.**

This criterion relates to the child's medical and or social needs. Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. The application must be supported by written evidence. The supporting evidence should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to the specific school. The admission authority cannot give higher priority to children under this criterion if the required documents have not been produced.

#### **Medical Needs**

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 will be sought from Harrow's Special Education Needs Service.

#### **Social Needs**

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will be considered where there is involvement from a social worker. The application will need to be supported with a letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Social claims will only be considered for one school and this should be named in the letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority.

### **D) 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).

**E) 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.

**F) Distance**

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

**G) Tie Breaker**

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

## PART Aii

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

Application forms must be received by Grange by the closing date of 15 January 2017.

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. Additionally, any changes to the application (e.g. 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).

The following are some example of exceptions that may apply provided the application is received by 14 February 2017 and that there is appropriate evidence:

1. If the family has just moved house you will be asked to provide:
  - a letter from the solicitor confirming completion date which must be on or before 14 February 2017
  - a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 14 February 2017
2. If the family are returning from abroad they will need to provide:
  - a council tax bill confirming re-occupation of their property by 14 February 2017 if the property has not been occupied
  - confirmation that tenancy has ceased by 14 February 2017 and that they will re-occupy their property if it has been rented during their absence
  - confirmation from their employer that they will return to live in Harrow on or before 14 February 2017 if they were seconded abroad.
3. 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 the school is full it will put application on a waiting list and notify families when places become available. The school will also let the council know where there are available places in different year groups. The Council will maintain this list and places at the school will be filled through FAIR ACCESS PANEL.

[FAIR ACCESS](#)

## **Council Lists**

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 **oversubscription** criteria.

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 oversubscription criteria, 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 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 can ask for their child's name to be put on the waiting list for any other school.

A child admitted to a school as a result of a successful appeal will be admitted in precedence to those 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.

## **Definition of Terms used in Admission Arrangements**

## **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 the 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 parental 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).

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. This Act applies to England and Wales, therefore a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the new Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will obviously have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7, a child has to have been looked after **immediately** (our emphasis) before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act did not come into force fully until December 2005, so it is not possible for a child to have been adopted under that Act prior to then. "

### **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
- it is established that the offer was obtained through a fraudulent or intentionally misleading application



## PART C

### ADMISSION TO GRANGE 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.

Second Children, in date of birth order, referred by Harrow's Special Education Needs Assessment and Review Service.

Third 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 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)."

### PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

**Harrow Council's Co-ordination Schemes for Admissions to Reception in in 2017/15  
(see link below)**

[PAN-LONDON CO-ORDINATED ADMISSION SYSTEM](#)