



Admissions Policy

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Ratified by Governors

October 2021

Date for review

September 2023

(or earlier if considered necessary)

Note: Reviewed Oct 2022 by Headteacher and Governors)

Chair of Governors

Katie Atkinson

Head Teacher

Mr D Kerbel

Planned admissions to Grange Primary 2021 -2022

	Year 21-22	Year 22-23	Year 23-24
Nursery	52	52	52
Reception	90	90	90
Year 1	90	90	90
Year 2	90	90	90
Year 3	90	90	90
Year 4	90	90	90
Year 5	90	90	90
Year 6	60	90	90

PART A(i)

How places will be allocated

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

In the event a school is oversubscribed and has received more applications than places, and after children with statements of special educational needs or Education, Health and Care Plans have been considered, places will be allocated in accordance with the oversubscription criteria.

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) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangements order. 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 infant school.

This criterion only applies to infant to junior school applications. All children currently attending Year 2 in a separate infant school have a linked priority to the junior school.

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 where this criterion is used in Harrow by the admission authority. 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 of Children & Young People Services 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 of Children & Young People Services 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 where this criterion is used in Harrow by the admission authority. 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, guidance will be sought as appropriate (e.g. Harrow Association of Disabled people).

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) Children of staff of the school

Children where their parent(s) has been employed by the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been recruited to a vacant post where there is a demonstrable skills shortage.

G) 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.

H) 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. 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.

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

Application forms must be received by Harrow Council by the closing date of 15th January 2022 (for academic year 21-22) and 15th January 2023 (for academic year 22-23).

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 10th February 2022 (for academic year 21-22) or 10th February 2023 (for academic year 22-23) 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 10th February 2022 (for academic year 21-22) or 10th February 2023 (for academic year 22-23), a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 10th February 2022 for (academic year 21-22) or 10th February 2023 (for academic year 22-23)
2. If the family is returning from abroad they will need to provide:
 - a council tax bill confirming re-occupation of their property by 10th February 2022 (for academic year 21-22) or 10th February 2023 (for academic year 22-23) if the property has not been occupied
 - confirmation that tenancy has ceased by 10th February 2022 (for academic year 21-22) or 10th February 2023 (for academic year 22-23) 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 10th February 2022 (for academic year 21-22) or 10th February 2023 (for academic year 22-23) 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 their child attends part-time until their child reaches compulsory school age.

APPLICATIONS FOR CHILDREN OUTSIDE THE NORMAL AGE GROUP

Parents can apply for a school place outside of the normal age group of their child, for example, if the child is gifted and talented or has experienced problems such as ill health.

If parents wish to apply for a place during an in-year round in a lower or higher year group, they must contact the local authority with the request in writing providing a reason and professional advice if available with the request so it can be considered.

Parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The term summer born children relates to all children born from 1st April to 31st August. These children reach compulsory school age on

31st August following their fifth birthday (or on their fifth birthday if it falls on 31st August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely. The Local Authority as the admission authority for community schools will need to make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. In making the decision the following will be taken into account:

- views of the parents;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents seeking admission to an age group below the child's actual age should submit their request for the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in their child's actual age group before the closing date on 15th January (for academic year 21-22) or 15th January (for academic year 22-23), if the request for later admission is refused by an Admissions Authority.

If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

WAITING LISTS

If the school place allocated is not the first preference, the child's name will automatically be placed on the waiting list for schools which have been ranked higher than the offer made. Community school and Academy School waiting lists will then be maintained by the Council. The Voluntary Aided schools maintain their own waiting lists.

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 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.

Please note carefully: Waiting lists will be closed on the last day of term each year and will not roll over. If you wish your child to remain on the waiting list into the new academic year you will need to submit a new in year application. It is your responsibility to remember to reapply. The local authority will not remind you to take this action.

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 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 computerized 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 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

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/carer's 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)."