DETERMINED ADMISSION ARRANGEMENTS FOR HARROW COMMUNITY SCHOOLS FOR 2027/2028 (INCLUDING PRIMARY AND SECONDARY SCHEMES OF CO-ORDINATION)

PART A(i)	Primary School Planned Admission Numbers for Admission to School in September 2027
PART A(ii)	How places will be allocated in community reception classes and community junior schools
PART A(iii)	Admission to community primary schools after the main allocation of places
PART B(i)	How places will be allocated in Whitmore High School
PART B(ii)	Admission to community high schools after the main allocation of places
PART C	Definitions of Terms used in Community School Admission Arrangements
PART D	How places will be allocated in Harrow's community school nursery classes.
PART E	Schemes of co-ordination • Primary • Secondary • In-year
PART F	Fair Access Protocol
PART G	Relevant Area

PART A(i)

COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2027/2028

Primary School Planned Admission Numbers for Admission to School in September 2027

School	Planned Admission Number for Reception	Planned Admission Number Year 3
	Infant and Primary	Junior
Belmont	90	
Camrose	60	
Cannon Lane	90	
Cedars Manor	30	
Elmgrove	120	
Glebe	60	
Grange	60	
Grimsdyke	90	
Kenmore Park	90	90
Longfield	60	
Marlborough	90	
Newton Farm	60	
Norbury	90	
Pinner Park	120	
Pinner Wood	90	
Roxbourne	60	
Roxeth	60	
Stag Lane	120	
Stanburn	90	
Vaughan	90	
Weald	60	
West Lodge	90	
Whitchurch	90	

PART A(ii)

ADMISSION TO RECEPTION CLASS AND INFANT TO JUNIOR TRANSFER

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 an 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 22 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 and the Designated Clinical Officer for Harrow.

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 Director of Children 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 Director of Children 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 any 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.

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 15 January 2027.

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 12 February 2027 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 12 February 2027
    - a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 12 February 2027

2. If the family is returning from abroad they will need to provide:

    - a council tax bill confirming re-occupation of their property by 12 February 2027 if the property has not been occupied
    - confirmation that tenancy has ceased by 12 February 2027 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 12 February 2027 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 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 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 15 January, 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.

ARMED FORCES FAMILIES

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the admission authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

PART B(i)

ADMISSION ARRANGEMENTS TO WHITMORE HIGH SCHOOL

ADMISSION TO YEAR 7

School	Planned Admissions Number
Whitmore	270

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 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 Whitmore High School is oversubscribed and has received more applications than places and after children with an Education, Health and Care Plans have been considered places will be allocated in accordance with the oversubscription criteria.

Oversubscription criteria (This is applied when more applications are received than there are places available at a school)

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 22 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 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 and the Designated Clinical Officer for Harrow.

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 Director of Children 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 Director of Children Services or a person holding a similar role in another local authority.

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 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.

In assessing these applications, guidance will be sought as appropriate (e.g. Harrow Association of Disabled people).

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 Whitmore High School in years 7 to 11 at the time of application. The sibling link does not apply to students who are attending the sixth form.

e) Children of any 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.

f) 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.

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.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE.

Application forms must be received by Harrow Council by the closing date of **31 October 2026.**

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 10 December 2026.

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

    - a letter from your solicitor confirming completion date, which must be on or before 10 December 2026.
    - a tenancy agreement, which comes into effect on or before 10 December 2026.

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

    - a council tax bill confirming re-occupation of your property by 10 December 2026 if your property has not been occupied.
    - confirmation that tenancy has ceased by 10 December 2026, if your property has been rented during your absence
    - confirmation from your employer that you will return to the UK by 10 December 2026 if you 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).

WAITING LIST FOR WHITMORE HIGH SCHOOL

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.

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 <u>not</u> 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 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 school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

APPLICATIONS FOR CHILDREN OUTSIDE THE NORMAL AGE GROUP

Parent(s) 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.

Parents who wish to apply for a place during an In-Year round in a lower or higher year group must contact the local authority with their request in writing providing a reason and professional advice if available with their request so their request can be considered.

ARMED FORCES FAMILIES

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the admission authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

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).

DEFINITION OF TERMS USED IN COMMUNITY SCHOOL 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 centre point for the school site. Please see Harrow Council's website for individual maps locating the centre point for each school which uses the centre point.

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 parent 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.

Parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and

responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Twins, triplets and other multiple-birth children:

1. In cases where only one place is available and twins or children of multiple birth, tie for the last available place, then both or all will be offered even if this exceeds the planned admission number.

3. Where one twin has an Education, Health and Care Plan (EHCP) 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, 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)."

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 22 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). 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 before they were adopted or became subject to a child arrangement or special guardianship order.

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.

Children with an Education, Health and Care Plans

Children with special educational needs who have an Education, Health and Care Plans which names the school will be allocated a place at the school. This is a statutory entitlement under section 324 of the Education Act 1996.

PART D

PROPOSED ADMISSION TO HARROW COMMUNITY SCHOOL NURSERY CLASSES

If more applications are received than there are places in a Nursery, places will be allocated, as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, care 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.**
2. Children referred by Harrow's Special Education Needs Assessment and Review Service.
3. 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.
4. Other children

If, under any criterion, there are more children 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 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).

PART E

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Harrow Council's Schemes for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2027/2028

Contents

Definitions used in this document

Scheme for co-ordination of admissions to Year 7 in September 2027

Scheme for co-ordination of admissions to Reception in September 2027

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 ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2027/28

All the numbered sections contained in this scheme are mandatory, except those marked with an* which are highly desirable.

Applications

1. Harrow will advise home LAs of their resident pupils on the roll of Harrow's state-funded 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 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 or academy, either in Harrow or any other maintaining LA, is informed how they can access Harrow's composite prospectus and apply online. Parents/carers who do not live in Harrow will have access to Harrow's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

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 are used to collect information required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.

5. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow's composite prospectus and website will indicate which schools in Harrow require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Harrow receives a supplementary information form, Harrow will not consider it to be a valid application unless

the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.

7. *Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA. [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].

8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Harrow. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Harrow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Harrow undertakes to carry out the address verification process as set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Harrow's primary school data and the further investigation of any discrepancy. Where Harrow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2026.**

10. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **13 November 2026.**

11. Harrow will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Harrow to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **13 November 2026.**

Processing

12. Applicants resident within Harrow must return the Common Application Form**,** which will be available and able to be submitted on-line, to Harrow by **31 October 2026.**

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Harrow's scheme, will be up-loaded to the PLR by **13 November 2026.** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. [Harrow shall, in consultation with the admission authorities within Harrow's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]

15. *Harrow will accept late applications only if they are late for a good reason, deciding each case on its own merits. The latest date for receipt of such applications from parents/carers is **7 December 2026**. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]

16. Where such applications contain preferences for schools in other LAs, Harrow will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.

17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **10 December 2026.**

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 **7 December 2026**, on the basis that an on-time application already exists within the Pan-London system.

19. Harrow will participate in the application data checking exercise scheduled between **11 December 2026 and 4 January 2027** 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 to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Harrow have provided a list of applicants in criteria order to Harrow, Harrow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

21. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Harrow's area before uploading data to the PLR.

22. Harrow will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **29 January 2027.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

23. The LAS of Harrow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **12 February 2027**. Where a management decision is made that additional iterations are necessary, these will continue no later than **18 February 2027.**

24. Harrow will not make an additional offer between the end of the iterative process and **1 March 2027** 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 a maintained school or academy in Harrow, Harrow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Harrow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Harrow will accept that the applicant(s) affected might receive a multiple offer.

26. Harrow will participate in the offer data checking exercise scheduled between **16 (19) February and 24 February 2027** in the Pan-London timetable in Schedule 3A.

27. Harrow will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2027**. (33 London LAs & Surrey LA only).

28. The file should additionally contain offers to late applicants who can be offered a place on **1 March 2027**. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

Offers

29. Harrow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. [The LA should state here how it will determine the school to be offered].

30. Harrow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

31. Harrow's outcome letter will include the information set out in Schedule 2.

32. On **1 March 2027,** Harrow will send notification of the outcome to resident applicants by email or first-class post.

33. *Harrow will provide primary schools with destination data of its resident applicants by the end of the summer term **2027.**

Post Offer

34. Harrow will continue to coordinate admissions until 31 August 2027. Any new or additional applications made after **1 March 2027** must be sent to the Home LA up to **31 August 2027**. Home LAs must pass late preferences to Maintaining LAs without delay. The eAdmissions website remains open until **Tuesday 18 August 2027.**

35. Harrow will request that resident applicants accept or decline the offer of a place by **15 March 2027,** or within two weeks of the date of any subsequent offer.

36. Where an applicant resident in Harrow accepts or declines a place in a school within the area of another LA by **15 March 2027,** Harrow will forward the information to the maintaining LA by **22 March 2027**. Where such information is received from applicants after **15 March 2027**, Harrow will pass it to the maintaining LA as it is received.

37. Where a place becomes available in an oversubscribed maintained school or academy in Harrow's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.

38. When acting as a maintaining LA, Harrow will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Harrow's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).

39. Where a waiting list is maintained by an admission authority of a maintained school or academy in Harrow's area, the admission authority will inform Harrow of a potential offer, in order that the offer may be made by the home LA.

40. When acting as a maintaining LA, Harrow will inform the home LA, where different, of an offer for a maintained school or Academy in Harrow's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.

41. 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.

42. When acting as a home LA, Harrow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.

43. When acting as a home LA, when Harrow is informed by a maintaining LA of an offer which can be made to an applicant resident in Harrow's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

44. When acting as a home LA, when Harrow has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.

45. When acting as a maintaining LA, Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

46. When acting as a maintaining LA, Harrow will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

47. Harrow, when acting as a maintaining LA, after National Offer Day will continue to maintain the waiting list for all schools within the LA and co-ordinate offers.

48. Harrow, when acting as a home LA, will set a timetable for making offers post National Offer Day and publish this on Harrow Council's website. The second round of offers will be made the week beginning **29 March 2027** at the very latest. Subsequent offers will initially be made every two weeks and from the beginning of June offers will be made weekly.

49. Harrow, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.

50. Applicants will be automatically placed on the waiting list for Harrow 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. For schools maintained by other LA's, Harrow will request that Harrow residents are automatically placed on waiting lists, However, applicants will be advised to check the policy for maintaining boroughs.

51. 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

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2027/28

All the numbered sections contained in this scheme are mandatory, except those marked with an* which are highly desirable.

Applications

1. Applications from residents of Harrow will be made on Harrow's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Harrow to enable the admission authorities in the LA area to apply their published oversubscription criteria.

2. Harrow will take all reasonable steps to ensure that every parent/carer who is resident in Harrow and has a child in a nursery class within a maintained school or academy, either in Harrow or any other maintaining LA, is informed how they can access Harrow's composite prospectus and apply online. Parents/carers who do not live in Harrow will have access to Harrow's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

3. The admission authorities within Harrow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Harrow, the LA will seek to ensure that these are used to collect information, which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.

4. Where supplementary information forms are used by admission authorities in Harrow, they will be available on Harrow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Harrow's composite prospectus and website will indicate which schools in Harrow require supplementary forms to be completed and where they can be obtained.

5. Where a school in Harrow receives a supplementary information form, Harrow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.

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 comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Harrow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

8. Harrow undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Harrow's maintained nursery and primary school data and the further investigation of any discrepancy. Where Harrow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2027.**

9. Harrow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **5 February 2027** .

10. Harrow will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Harrow to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2027 .**

Processing

11. Applicants resident within Harrow must return the Common Application Form**,** which will be available and able to be submitted online, to Harrow by **15 January 2027.**

12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Harrow's scheme, will be up-loaded to the PLR by **5 February 2027.** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. Harrow will send application data to all its school within 2 weeks of **5 February 2027** and request that all school rank these applications and in line with their published oversubscription criteria. Any further preferences or applications which are deemed to be on time will be sent to all schools after **12 February 2027** and schools will be expected to include these preferences in their ranked lists. Ranked lists will need to be sent to Harrow LA by a date in March agreed with schools.

14. Harrow 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 will forward the details to maintaining LAs via the PLR as they are received. Harrow will accept late applications which are considered to be on time within the terms of the home LA's scheme.

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 **12 February 2027.**

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 **12 February 2027**, on the basis that an on-time application already exists within the Pan-London system.

18. Harrow will participate in the application data checking exercise scheduled between **15 and 22 February 2027** in the Pan-London timetable in Schedule 3B.

19. All preferences for schools within Harrow will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. 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'.]

20. Harrow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Harrow's area before uploading data to the PLR.

21. Harrow will upload the highest potential offer available to an applicant for a maintained school or academy in Harrow to the PLR by **17 March 2027.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

22. The LAS of Harrow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **22 March 2027 for Junior and 24 March for Reception**. Where a management decision is made that additional iterations are necessary, these will continue no later than **24 March for Junior and 25 March 2027 for Reception**.

23. Harrow will not make an additional offer between the end of the iterative process and the **16 April 2027** 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 a maintained school or academy in Harrow, Harrow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Harrow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Harrow will accept that the applicant(s) affected might receive a multiple offer.

25. Harrow will participate in the offer data checking exercise scheduled between **25 (30) March and 8 April 2027** in the Pan-London timetable in Schedule 3B.

26. Harrow will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2027**. (33 London LAs & Surrey LA only).

27. The file should additionally contain offers to late applicants who can be offered a place on **16 April 2027**. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

Offers

28. Harrow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. Where this is the case Harrow LA will try and offer a place at the nearest suitable community or academy school with a vacancy.

29. Harrow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

30. Harrow's outcome letter will include the information set out in Schedule 2.

31. Harrow will, on **16 April 2027,** send notification of the outcome to resident applicants by email or first-class post.

32. Harrow will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2027.

Post Offer

33. Harrow will continue to coordinate admissions until 31 August 2027. Any new or additional applications made after 16 April 2027 must be sent to the Home LA

up to 31 August 2027. Home LAs must pass late preferences to Maintaining LAs without delay. The eAdmissions website remains open until Tuesday 18 August 2027.

34. Harrow will request that resident applicants accept or decline the offer of a place by **30 April 2027,** or within two weeks of the date of any subsequent offer.

35. Where an applicant resident in Harrow accepts or declines a place in a school maintained by another LA by **30 April 2027**, Harrow will forward the information to the maintaining LA by **6 May 2027**. Where such information is received from applicants after **30 April 2027**, Harrow will pass it to the maintaining LA as it is received.

36. Where a place becomes available in an oversubscribed maintained school or academy in Harrow's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.

37. When acting as a maintaining LA, Harrow will place an applicant resident in the area of another LA on a waiting list of any higher preference school.

38. Where a waiting list is maintained by an admission authority of a maintained school or academy in Harrow's area, the admission authority will inform Harrow of a potential offer, in order that the offer may be made by the home LA.

39. When acting as a maintaining LA, Harrow will inform the home LA, where different, of an offer for a maintained school or Academy in Harrow's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.

40. 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.

41. When acting as a home LA, Harrow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.

42. When acting as a home LA, when Harrow is informed by a maintaining LA of an offer which can be made to an applicant resident in Harrow's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

43. When acting as a home LA, when Harrow has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.

44. When acting as a maintaining LA, Harrow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

45. When acting as a maintaining LA, Harrow will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

46. Harrow, when acting as a maintaining LA, after National Offer Day will continue to maintain the waiting list for all schools with the LA and co-ordinate offers.

47. Harrow, when acting as a home LA, will set a timetable for making offers post National Offer Day and publish this on Harrow Council's website. The second round of offers will be made the week beginning **10 May 2027** at the very latest. Subsequent offers will initially be made every two weeks.

48. Harrow, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.

49. Applicants will be automatically placed on the waiting list for Harrow 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. For schools maintained by other LA's, Harrow will request that Harrow residents are automatically placed on waiting lists, However, applicants will be advised to check the policy for maintaining boroughs.

50. 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
SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7/Year 10 and Reception/Junior in 2027/28

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Sex
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 recommended):

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 an Education, Health and Care Plan Y/N*
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order' or 'Special Guardianship Order'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Sex of sibling
Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 2

Template Outcome Letter for Admissions to Year 7/Year 10 and Reception/Junior in 2027/28

From: Home LA

Date: **1 March 2027 (sec)**
16 April 2027 (prim/jun)

Dear Parent/Carer,

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.

If you would like more information about the reason that your child was not offered a place at any higher preference school, 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 the borough of X are attached to this letter. If the school is outside the borough of X, 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.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{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}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **15 March 2027 (sec) / 30 April 2027 (prim/jun)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely
(First preference offer letters should include the paragraphs in italics only)

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A

Timetable for Admissions to Year 7/Year 10 in September 2027

Date & working days	Process
Sat 31 Oct 2026 ***10 days***	Statutory deadline for receipt of applications
Fri 13 Nov 2026 ***20 days***	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 7 Dec 2026*	Deadline for receipt of late applications considered as "on-time" by parents to Home LA.
Thurs 10 Dec 2026	Deadline for the upload of late applications considered as "on-time" to the PLR.
Fri 11 Dec 2026 – Mon 4 Jan 2027	Checking of application data
December 2026 to Thursday 28 January 2027 (exact dates to be determined by LA)	Ranking of applications, checking of ranked lists and local allocation of school places
Fri 29 Jan 2027 ***10 days***	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 12 Feb 2027	Final ALT file to PLR**
Mon 15 to Thurs 18 Feb 2027	**Additional iterations if needed
Mon 15 to Fri 19 Feb 2027	*Half Term*
Tues 16 (Fri 19) – Wed 24 Feb 2027 ***6 days***	Checking of offer data
Thurs 25 Feb 2027 ***2 days***	Deadline for on-line ALT file to portal
Mon 1 Mar 2027 ***10 days***	Offer notifications sent.
Mon 15 Mar 2027 ***5 days***	Deadline for acceptances
Mon 22 Mar 2027	Deadline for transfer of acceptances to maintaining LAs
Tuesday 31 August 2027	Last day for co-ordination of 2027 applications by the Home LA

***7 December is the agreed date by LIAAG November 2023**

LONDON BOROUGH OF HARROW

SCHEDULE 3B

Timetable for Admissions to Reception/Junior in September 2027

Date & working days	Process
Fri 15 Jan 2027 ***15 days***	Statutory deadline for receipt of applications
Fri 5 Feb 2027 ***5 days***	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Thurs 11 Feb 2027	Deadline for receipt of late applications considered as "on-time" by parents to Home LA.
Fri 12 Feb 2027	Deadline for the upload of late applications considered as "on-time" to the PLR.
Mon 15 – Mon 22 Feb 2027	Checking of application data
Mon 15 to Fri 19 Feb 2027	*Half Term*
February 2027 to Tuesday 16 March (exact dates to be determined by LA)	Ranking of applications, checking of ranked lists and local allocation of school places
Wed 17 Mar 2027 ***6 days***	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Mon 22 Mar 2027 **Wed 24 Mar 2027**	Final ALT file to PLR for Junior* Final ALT file for Reception**
Tues 23 & Wed 24 Mar **Thurs 25 Mar**	*Additional iterations for Junior if needed **Additional iterations for Reception if needed
Thurs 25 (30) Mar – Thurs 8 Apr 2027	Checking of offer data
Fri 26 Mar to Fri 9 April	*Easter Holidays*
Tues 13 Apr 2027	Deadline for on-line ALT file to portal
Fri 16 April 2027 ***10 days***	Offer notifications sent.
Fri 30 Apr 2027 ***5 days***	Deadline for acceptances
Thurs 6 May 2027	Deadline for transfer of acceptances to maintaining LAs
Tuesday 31 August 2027	Last day for co-ordination of 2027 applications by the Home LA

Easter Weekend 2027 – Friday 26 March to Monday 29 March

Scheme for Co-ordination for In-Year Admissions
2027/2028

Contents

	Definitions
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 Academy schools 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 Academy schools.

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 Harrow'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 school or Academy schools 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 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.

Section 2: Processing

8. Applicants for Harrow Council's maintained schools or Academy school 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. Own Admission Authority Schools who make their own in year offers must inform the local authority of every application and its outcome as soon as reasonably practicable, but should aim to be within two school days, to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place

12. In accordance 3.10 of the School Admissions Code 2021, Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour[1], it may refuse admission[2] and refer the child to the Fair Access Protocol[3] .

13. An admission authority should only rely on the provision in paragraph 3.10 if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

14. The provision in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.

---

[1] For the purposes of this Code, behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment

[2] A child with challenging behaviour may also be disabled as defined in the Equality Act 2010. When considering refusing admission on these grounds, admission authorities must consider their duties under that Act. Admission authorities should also consider the effect of the decision of the Upper Tribunal in C & C v The Governing Body of a School, The Secretary of State for Education (First Interested Party) and The National Autistic Society (Second Interested Party) (SEN) [2018] UKUT 269 (AAC) about the implications of the Equality Act 2010 when a pupil exhibits a tendency to physical abuse of other persons as a consequence of a disability.

[3] Paragraph 1.9(g) does not apply where an admission authority takes account of past behaviour as evidence for concerns about challenging behaviour, solely for the purpose of making a decision on whether it would be appropriate to refuse admission on the basis described in paragraph 3.10.

15. 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.

Section 3: Offers

16. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.

17. 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.

18. 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.

19. 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

20. Harrow Council and VA schools will request that parents accept or decline the offer of a place within five days.

21. 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.

22. 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.

23. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

Section 5: Waiting lists

24. 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.

25. 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.

PART F

FAIR ACCESS PROTOCOL

Annexe A: Terms of Reference
Annexe B: Flowchart
Annexe C: SPP Decision making rationale

The underlying principles of this protocol are as follows:

Introduction

The Fair Access Protocol (FAP) is intended to offer pupils a school place where they are out of school. It is not an alternative admission process to secure a school preference outside the normal admissions round or In-Year Scheme. The Fair Access Protocol is binding on all schools in the local area.

- 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 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 and that the child is in the country at the point of application when the application is being considered by the panel 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 (SIF) has been submitted to the school providing relevant supporting information and where the school agrees the child meets the faith criterion. Not withstanding the above, voluntary aided schools will be required to admit their fair share of pupils under this protocol regardless of whether a SIF is completed if the Panel deems the placement to be appropriate.

- 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 either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;

c) children from the criminal justice system;
d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
f) children who are carers;
g) children who are homeless;
h) children in formal kinship care arrangements;
i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;
k) children for whom a place has not been sought due to exceptional circumstances;
l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

Which children are not covered?
The FAP will not apply to a looked after child, or a child with an Education, Health and Care Plan 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 and the pupil is out of school or has moved to a new area where the travelling time to their current school is unreasonable, these applications are considered under the Fair Access Protocol.

The Fair Access Protocol in accordance with the School Admissions Code broadly covers three groups of applications:

1. Excluded Pupils

Harrow excluded pupils will be placed at the Pupil Referral Unit and the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met. When they are ready to access mainstream schooling, excluded pupils are placed at a school using the following:

- 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 (MMP)

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

3. In-Year Applications via the School Placement Panel (SPP)

Applications where it is not possible to offer a place in accordance with the In-Year scheme are referred to the School Placement Panel (SPP). These applications are for children who are not in school and there are no vacancies at a suitable school. The SPP consider the cases and schools are identified to take additional pupils on roll.

This panel generally meets every three 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 exceptional circumstances including children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.

- Applications will only be considered if a child or children move into the area and are out of school, or if the family move into a new area and the child or children are already in school but their current school is over 2 miles for a child in KS1or 3 miles for a child in KS2 measured in straight line **and** over 45 minutes travelling time to their primary school. For a child in KS3/4 if their current school is over 3 miles measured in a straight line **and** over 75 minutes travelling time. Applications where children are already in school will be assessed using the quickest travel times obtained from Transport for London (TFL) where there are no reported delays. Times will be calculated using a 8.45am start time. Reasonable distance will be determined on travel times by public transport using buses only. The only exception would be where the pupil has a disability which would make it unreasonable to travel. Where the applications are received from a family who has children in KS1 as well as KS2, the applications will be considered using the KS1 thresholds.

- Applications from parents who have elected previously to home education will be considered in accordance with the In-Year scheme unless there are exceptional circumstances supported by the Elective Home Education Officer.

- Cases will only be considered by the panel once. If the offer the family are made is declined the case will not be put forward to the panel again unless there are exceptional circumstances for the case to be considered again.

- 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 that 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 Panel meet?
Meetings of the School Placement Panel are scheduled in advance and are generally held fortnightly 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.

Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible.

Process for determining allocation of places

Harrow resident pupils will be placed in a 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 SPP 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 of any places offered in the relevant year group.
- 8 nearest schools, to the home address, with options to go up to 2 miles (for KS1) or 3 miles (for KS2 and above). The panel may however consider schools further away if the nearest schools already have additional pupils on roll.
  The following information will be provided about each school:
    - PAN's and number of pupils on Roll
    - any information provided by the schools
    - the number on roll if all cases offered are admitted in the relevant year group
- Names and dates of birth and Year Group of siblings attending any of the schools identified.
- Any known special educational needs without an Education, Health and Care Plan (EHCP)
- Any known religious, philosophical or other reasons for parental preference. Wherever, possible children will be allocated a school of their faith if a SIF has been provided.
- Any information provided by the school, where available e.g. the number of in-year admissions and mobility.
- Evidence that the child is in the country, where available.
- The number of pupils who have been placed in a school via the Managed Moves Protocol, when applicable.
- The number of excluded pupils who have been place in a school in that academic year, when applicable.

Once the decision has been made the Admissions Service will inform the school immediately and the parents will be informed 48 hours after schools have been informed of the panel's decision. Parents will be informed that own admission authorities have the right to refuse to admit the child, in which case, the local authority will consider whether to pursue a formal direction process.

The 48 hours period will enable time for schools to make preparations for the child to be admitted. In the case of schools who are their own admission authorities it will also allow time for the school to inform the governing body before the Admissions Service informs the parents.

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. Where a school has referred the application to be considered under FAP, the school must provide detailed evidence that will be presented to the panel to inform their decision making.

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

Whilst it is expected that the majority of schools will comply with the decision of the School Placement Panel, in cases where a voluntary aided school refuses to admit a child, 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. The direction process, including a duty to consult with parents and the school, prior to making a decision on direction. If a decision to direct is made, a governing body can appeal to the Schools Adjudicator.

Where Harrow Council considers that an Academy will best meet the needs of any child, it will ask the Academy to admit that child but has no power to direct it to do so. It is expected that the local authority and the Academy will usually reach an agreement, but if the Academy refuses to admit the child, the local authority will 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 Corporate Director and the School Organisation Officer Group.

Annexe A

Fair Access Protocol
School Placement Panel (SPP)
Terms of Reference

1. Context

The Fair Access Protocol (FAP) is intended to offer pupils a school place where they are out of school. It is not an alternative admission process to secure a school preference outside the normal admissions round or In-Year Scheme. 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. The School Placement Panel undertakes this role for the local authority in partnership with the Primary and Secondary Headteacher Executives. A flow chart is presented at Annexe B.

2. Purpose

The purpose of the School Placement Panel (SPP) is to consider cases presented in accordance with the Fair Access Protocol.

The SPP is a decision-making body to place children without a school place at a school over the published admission number.

Excluded Pupils and the Managed Moves Process are not considered by the SPP.

3. Scope

SPP consider In-Year Applications.

4. Composition of the School Placement Panel

The Panel will be comprised of the following members as a minimum:

(a) 1 primary headteacher representative
(b) 1 secondary headteacher representative
(c) 1 VA headteacher representative

Two Admissions Officers will attend the meeting, a presenting officer and an administrator to record the decisions.

5. Meetings and Attendees

(a) The chair will be decided by the headteacher representatives.
(b) Each member has formal voting rights when making a decision to identify a school to admit a child.
(c) The chair has the casting vote.
(d) The Panel will generally meet on a fortnightly basis during term time. Meetings during school holidays may be required in exceptional circumstances.

An Admissions officer will present the case and panel will be provided with the following information:

- 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 of any places offered in the relevant year group.
- 8 nearest schools, to the home address, with options to go up to 2 miles (for KS1) or 3 miles (for KS2 and above). The panel may however consider schools further away if the nearest schools already have additional pupils on roll.
  The following information will be provided about each school:
    - PAN's and number of pupils on Roll
    - any information provided by the schools
    - the number on roll if all cases offered are admitted in the relevant year group
- Names and dates of birth and Year Group of siblings attending any of the schools identified.
- Any known special educational needs without an Education, Health and Care Plan (EHCP)
- Any known religious, philosophical or other reasons for parental preference. Wherever, possible children will be allocated a school of their faith if a SIF has been provided.
- Any information provided by the school, where available e.g. the number of in-year admissions and mobility.
- Evidence that the child is in the country, where available.
- The number of pupils who have been placed in a school via the Managed Moves Protocol, when applicable.
- The number of excluded pupils who have been place in a school in that academic year, when applicable.

The Panel's decision will be recorded with a supporting rationale by the Admissions Officers. The Corporate Director People Services will be informed of the Panel's decisions. The decisions will be recorded in line with the rationales set out in Annexe C.

LONDON BOROUGH OF HARROW

Annexe B

FAIR ACCESS PROTOCOL – SCHOOL PLACEMENT PANEL (SPP) FLOW CHART

In- Year Application received

Child not in school - No place available at preferred or alternative school within 2/3 miles of their home address and child is not in a school within a reasonable distance from their home.

Child moves to new area and is in school – check distance to their current school 2 miles for a child in KS1 and 3 miles for a child in KS2/3/4 **and** where travel times are in excess of 45 minutes for primary and 75 minutes for secondary and where no alternative offer can be made in accordance with In-Year scheme.

Notification sent to schools a week before the SPP meeting listing the number of cases that will be considered and with year groups. Schools will be invited to send in letters to be presented to the panel. Admission Service reserves the right to submit late cases to the panel in exceptional circumstances or with safeguarding reasons. The panel will decide if late cases tabled at the meeting will be considered.

SPP MEETING

SPP meet and make a decision/recommendation based on information provided:

- 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 of any places offered in the relevant year group.
- 8 nearest schools, to the home address, with options to go up to 2 miles (for KS1) or 3 miles (for KS2 and above). The panel may however consider schools further away if the nearest schools already have additional pupils on roll.
  The following information will be provided about each school:
  - PAN's and number of pupils on Roll
  - any information provided by the schools
  - the number on roll if all cases offered are admitted in the relevant year group
- Names and dates of birth and Year Group of siblings attending any of the schools identified.
- Any known special educational needs without an Education, Health and Care Plan (EHCP)
- Any known religious, philosophical or other reasons for parental preference. Wherever, possible children will be allocated a school of their faith if a SIF has been provided.
- Any information provided by the school, where available.
- Evidence that the child is in the country, where available.
- The number of pupils who have been placed in a school via the Managed Moves Protocol, when applicable.
- The number of excluded pupils who have been place in a school in that academic year, when applicable.

School Admissions Team update local admissions system and send a report to individual schools where a decision by the Panel has been made on the same day as panel meeting.

The 48 hours period will enable time for schools to make preparations for the child to be admitted. It will also allow time for schools that are their own admissions authority to notify the governors of the decision.

Send a letter to parents confirming the decision of the panel – 48 hours after the schools have been sent the lists.

Admissions to inform Corporate Director People Services the outcome of Panel decision/recommendations

If an own admission authority school disagrees with the decision of the panel the LA will consider whether to formally consult and follow the direction route (voluntary aided schools) or to request that the Secretary of State makes a direction (academies).

Annexe C

SCHOOL PLACEMENT PANEL (SPP) Decision Making Rationale

All decisions by the SPP have an overarching rationale which is the need to balance and share the burden across all schools when all year groups are full at schools within a reasonable distance from the pupils' home address.

The rationales for decisions by the SPP are as follows:

1. All schools are considered and when all schools are full at Published Admissions Number, distance is considered and a place is offered at the nearest school.

2. All schools are considered and when all schools are equally over PAN, distance is considered and a place is offered at the nearest school.

3. All schools are considered and the school offered was not as over numbers in the year group as the other local schools, taking to account of distance.

4. Where siblings have to be placed, the school that could best accommodate all the children in the relevant year groups, taking into consideration schools within a reasonable distance from the pupil's home.

5. Medical or social need which means that the pupil needs to be placed at a particular school.

6. All local schools are full and over numbers and parents have expressed a preference for a school which is further away than the 8 nearest schools, and which is not as over PAN as the other local schools.

7. Other reason - Panel will need to define.

Updated August 2021

PART G

HARROW'S RELEVANT AREA

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

September 2010