

# ADMISSIONS ARRANGEMENTS FOR HARROW LODGE PRIMARY SCHOOL



## Admissions Arrangements for the 2021/22 academic year

Harrow Lodge Primary School has an admission number of 60 pupils for entry into Reception. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

The school will admit any pupils with an Education, Health and Care plan (EHCP) / or Statement of Special Educational Needs (SEN) naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and children who were previously looked after.
2. Exceptional medical or exceptional social grounds.
3. Children with siblings on the roll of the school on the date of admission living **up to a distance of 1.6km (1 mile)** from the school. Children with a brother or sister at the school on the date of admission **living over 1.6km (1 mile)** from the school will also receive priority under this criterion if the last sibling was admitted before September 2019.
4. The distance of the home address from the school, as measured by a straight line from the school, those pupils living nearer the school being given higher priority.

A full definition of the above 4 criteria can be seen later on in this document.

### **Tie-breaks**

If, because of oversubscription in any of the criteria above (apart from the criteria applying to Looked After Children / Previously Looked After Children), it is necessary to distinguish between applicants, the distance of the applicant's home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the School being given higher priority.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is the same in any individual case.

### **Starting School**

Harrow Lodge Primary School has a single intake into Reception. All children whose date of birth falls between **1 September 2016** and **31 August 2017** will be eligible to apply for a full time place in Reception at Harrow Lodge Primary School for September **2021**.

Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. However a child does not reach statutory school age until the beginning of the term after they turn five years old.

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In recognition that some parents will feel that their child is not ready to start school in the September after their child turns four, parents can request that their child attends part time until they reach statutory school age or that the date their child is admitted to school is deferred until later in the same academic year, **but not beyond the start of the summer term of the academic year for which a place has been offered.**

In addition, parents of **summer born children** (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

## **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Immediately after submitting the application, parents should contact the school and request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- 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.

The school (who may consult with / seek advice from the Local Authority and) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school, in consultation with the Local Authority, will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

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Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a year R place will be considered alongside applications for year R.

## **Infant Class Size**

Infant classes, (those where the majority of children will reach the age of 5, 6, or 7 during the School year) must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an "excepted pupil" for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children with statements of special educational need (SEN) or an Education, Health and Care plan (EHCP) that names a school who are admitted outside the normal admission round;
- b) Looked After Children and previously Looked After Children admitted outside the normal admission round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
- d) Children admitted after an Independent Appeals Panel upholds an appeal;
- e) Children who move into the area outside the normal admission round for whom there is no other available School within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admission round;
- g) Twins and children from multiple births when one of the siblings is the 30th child admitted;
- h) Children with SEN who are normally taught in a SEN unit attached to the School, or registered at a Special School, who attend some infant classes within the mainstream School.

## **Twins and multiple births**

In the normal admission round, if the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Local Authority and school will ensure that both twins are offered a place together. In the case of other multiple births, if the majority of children can be offered a place, the Local Authority and school will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information on the timetable for the appeals process and to lodge an appeal online parents should visit [www.havering.gov.uk/admissions/appeal](http://www.havering.gov.uk/admissions/appeal) within 20 days of being notified that their application has been unsuccessful.

## **Further Appeals**

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The school can only consider one appeal application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family's circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the school may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the school requested, parents/carers will be given the right to a second appeal hearing.

## **Waiting Lists**

The Local Authority School Admissions Team will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the Autumn Term. This will be maintained by the Local Authority and the child's name will automatically be placed on the waiting list if the school is a higher preference than the school you have been offered. The waiting list will also be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria as set out above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves it. Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list.

A child's position on the waiting list can move up as well as down.

## **In-Year Admissions**

The Local Authority will continue to administer and co-ordinate In Year applications for ALL schools in Havering.

Parents/carers including out of borough residents, requesting a school place should submit an application to the school Admissions Team using the Online In Year Common Application Form (ICAF) which is available from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF).

Further information regarding In Year admissions is available in the via the Havering website [www.havering.gov.uk/admissions/inyear](http://www.havering.gov.uk/admissions/inyear)

The Local Authority will process the application and a place will be offered at the highest preferred school/ Academy with a vacancy. If there are no vacancies at any of the preferred schools/ Academies and the parent has not requested that their child remain at their current school, the nearest school with a vacancy will be offered. Parents /carers will be advised of this information in writing and advised of their right of appeal against the decision not to offer their child a place at any of their preferred schools/ Academies.

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## Home Address

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled by the Local Authority, the following statement is detailed on their application form:

*"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for*

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*administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. You have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team”*

## **Definitions of Admissions Criteria**

### **Looked after children / Previously Looked after Children**

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

### **Exceptional social or exceptional medical grounds**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances must relate to the child. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend the school and why no other school could meet the child’s needs.

Providing evidence does not guarantee that a child will be given priority at the school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools therefore priority under the school's exceptional medical criterion would not normally be given for these.

In addition, routine child minding arrangements will not be considered to be an exceptional social reason for placement at the school.

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All applications made under the Exceptional social or exceptional medical criterion will be made in consultation with the Local Authority and we reserve the right to refer medical evidence to a medical professional within the Local Authority, where necessary, to assist the panel in making a decision about medical priority for a school place.

Consideration will be given to each submission by a panel of officers consisting of:

- 2 Senior Local Authority Admissions Officers
- 2 Local Authority Special Educational Needs Officers
- 1 Local Authority Learning Support Manager
- 1 or 2 Senior members of the school.

## **Sibling (brother or sister)**

A sibling will be considered to be:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

## **Distance of the home address from the School**

The distance between the home address and the preferred school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between predetermined point for the school and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats.

In the event that two or more applicants, apply for a single place at a the school live at addresses that are located at exactly the same distance from the preferred school, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.