

# LONDON BOROUGH OF BRENT

EXECUTIVE – 9 FEBRUARY 2004

FROM THE DIRECTOR OF EDUCATION, ARTS & LIBRARIES

NAME OF WARD(S)  
ALL

**REPORT TITLE: Admission Arrangements**

FP Ref: EAL-03/04-0032

## **1.0 SUMMARY**

- 1.1 This report advises members of the need to agree proposed admissions arrangements for Brent's Community Schools for the September 2005 intake. Once agreed, these arrangements will be formally consulted upon, and Members will be asked to determine the final admission arrangements for these schools in April 2004.

## **2.0 RECOMMENDATIONS**

- 2.1 Members are recommended to agree the proposed admissions arrangements as outlined in Appendices D & E and allow these to go forward for statutory consultation.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications in respect of this report, as the report deals with an existing and ongoing administrative requirement.
- 3.2 The report outlines the proposed arrangements by which schools will determine which applications for places are successful in the event of their receiving more applications than there are places available.

## **4.0 STAFFING IMPLICATIONS**

- 4.1 There are no staffing implications in relation to these arrangements for the 2005 school intake, the report deals with an existing and continuing requirement and does not require any staffing changes.

## **5.0 LEGAL IMPLICATIONS**

- 5.1 To comply with the requirements of the Schools Standards and Framework Act 1998, the Council must determine Admission Arrangements for Community Schools in its area.
- 5.2 The initial stage of this process is the agreement of proposed Admissions Arrangements that must be put forward for statutory consultation. This consultation takes place from February 2004.

5.3 Following this statutory consultation, Members will be asked to determine final Admissions Arrangements no later than 15<sup>th</sup> April 2004. The determination takes account of responses to the consultation and, at that point, changes may be made to the proposed arrangements.

## **6.0 DETAIL**

6.1 The School Standards and Framework Act 1998 sets the legal framework for admissions. The Council must also have regard to the Code of Practice on School Admissions when considering its arrangements.

6.2 Section 3.2 of the Code of Practice on School Admissions, which applies to admissions arrangements for September 2005, outlines what must be included in Admissions Arrangements for Community Schools. In addition, there will be co-ordination of admissions for Secondary Schools from September 2005's intake and for Primary Schools for the year after that. Guidance from the Code of Practice and the requirements of the relevant regulations have been taken account of in setting the proposed arrangements for Wembley High School.

The proposed Admissions Arrangements attached at Appendices D and E follow this recommended format.

6.3 The Act imposes a duty on the Council to review annually the criteria and arrangements for admission to Community Schools. The Council is also required to consult the governors of all community schools prior to agreeing proposed admissions criteria. This consultation took place during November 2003.

6.4 When proposed arrangements are determined, there is a process of statutory consultation, with all admissions authorities within the Relevant Area for the borough. The Relevant Area for Brent is the area within the borough boundary.

This consultation will take place with the governing body of each of Brent's Foundation and Voluntary Aided schools and also each of its neighbouring LEAs.

6.5 Following the statutory process of consultation, in March 2004, Members will have the opportunity to review the proposed criteria before making a final decision regarding those criteria to be adopted for admission to Community Schools in September 2005.

6.6 The oversubscription criteria for the community primary schools and the sole community secondary school as proposed for September 2005 are the same as those already agreed for September 2004. The requirements of this statutory timetable mean that the admissions arrangements agreed for the September 2004 intake have not yet been tested in any of the Community Primary Schools in the borough.

6.7 Officers have carried out consultation with Headteachers and Chairs of Governors of Community Schools in the borough. This consultation placed the existing arrangements before the consultees and asked for any suggested changes.

- 6.8 There were no formal responses to the admissions consultation, although there is one aspect of the current arrangements that has been commented upon separately by the Admissions Forum and individual Headteachers in Brent.
- 6.9 Members decided, for the September 2004 admissions arrangements for Community Schools, to remove the criterion giving some priority to children of members of Brent Council staff employed in the catchment area of the school being applied for.
- 6.10 The removal of this criterion was in line with the Statutory Guidance from the Secretary of State for Education, found in *The School Admissions Code of Practice*. This states at paragraph 5.7:

*Bearing in mind the provisions of the Sex Discrimination Act 1975 and the Race Relations Act 1976, admission authorities should carefully consider the possible impact, direct or indirect, on equal opportunities of their proposed oversubscription criteria. For example, criteria which give preference to children whose parents had attended the school or followed particular occupations could disproportionately disadvantage ethnic minority, Traveller or refugee families who have recently moved into the area. In such cases, the criteria could be unlawful unless objectively justified. And it would not generally be good practice for admission authorities to set or seek to apply oversubscription criteria which had the effect of disadvantaging certain social groups in the Community.*

- 6.11 The Office of the Schools Adjudicator has also been requested to make a ruling on several schools' admissions arrangements where these included a 'children of staff' criterion and has on each occasion upheld the objection and required the criterion to be removed.
- 6.12 This occurred in Brent in relation to the September 2004 arrangements when the adjudicator instructed Oakington Manor school to remove the 'children of staff' criterion from their arrangements, despite the school seeking to make a case for its inclusion from the point of view of recruitment and retention of staff.
- 6.13 There was no evidence that the criterion had a significant effect in Brent, when operated in September 2002 only 9 places out of 2508 available were filled using this criterion.
- 6.14 Although there has been support for such a criterion from the Admissions Forum in Brent, it is hard to see how, in the light of the Statutory Guidance, the decisions of the Office of the Schools Adjudicator and the potential, however unintended, for discrimination to occur as a result of its inclusion, such a criterion can be included in the arrangements for Brent Community Schools.

## **7.0 DIVERSITY ISSUES**

- 7.1 The proposals in this report have been subject to screening and officers believe that there are no diversity implications.

## **APPENDICES**

**Appendix A** –2004 Admissions Criteria for Community Primary Schools

**Appendix B** – 2004 Admissions Criteria for Community Secondary Schools

**Appendix C** – Proposed 2005 Admissions Criteria for Community Primary Schools

**Appendix D** – Proposed 2005 Admissions Criteria for Community Secondary Schools

### **8.0 BACKGROUND INFORMATION**

The following papers were used in the compilation of this report:-

- i. School Standards and Framework Act 1998
- ii. Education Act 2002
- iii. The Education (Determination of Admission Arrangements) Regulations 1999
- iv. The Education (Determination of Admission Arrangements) (Amendment) Regulations 2002
- v. The Code of Practice on School Admissions

Any person wishing to inspect the above papers should contact:

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EXEC-09.02.04/**03/04-EAL0032**/Author - Andy James/Lead Officer J. CHRISTIE

# **Current Admissions Criteria - Community Nursery & Primary Schools - 2004**

## Admissions Arrangements for Brent Community Primary Schools

### September 2004

#### 1. Admissions Numbers to Brent Community Primary Schools

Anson Primary School	45
Barham Primary School	90
Braintcroft Primary School	90
Brentfield Primary School	60
Byron Court Primary School	80
Carlton Vale Infant School	60
Chalkhill Primary School	60
Donnington Primary School	30
Elsley Primary School	60
Fryent Primary School	60
Furness Primary School	60
Gladstone Park Primary School	83
Harlesden Primary School	30
Kensal Rise Primary School	90
Kingsbury Green Primary School	90
Leopold Primary School	60
Lyon Park Infant School	120
Lyon Park Junior School	120
Malorees Infant School	60
Mitchell Brook Primary School	60
Mora Primary School	60
Mount Stewart Infant School	90
Mount Stewart Junior School	90
Newfield Primary School	30
Northview Primary School	30
Oliver Goldsmith Primary School	60
Park Lane Primary School	30
Preston Park Primary School	90
Roe Green Infant School	120
Roe Green Junior School	120
Salisbury Primary School	90
Stonebridge Primary School	30
Sudbury School	90
Uxendon Manor Primary School	60
Wembley Manor Infant School	90
Wembley Manor Junior School	90
Wykeham Primary School	60

## *2. Application Procedure for Brent Community Primary Schools*

Parents who wish to secure a place for their child at a Brent Community Primary school in the 2004/2005 school year must apply direct to the school. The school will carry out the admissions process and inform parents of the outcome of their application.

Application forms will be available from schools from January 2004 and the closing date for applications will be 23 April 2004.

Parents may request that their child's admission to a reception class be delayed until the start of the January term.

## *3. Late Applications*

Initial offers will be made to those children whose parents applied before the 'closing date' for applications.

Late applications will be received by schools but will not normally be considered for a place at the school until after this initial offer has been made. If some parents decline the initial offer of a place for their child, or vacancies become available, then all applications received, whether in time or late, will be considered for these places.

## *4. Waiting Lists*

Community Primary Schools will maintain a waiting list. This will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

## **Oversubscription Criteria for Community Primary Schools September 2004**

The criteria set out below apply to community primary schools only. There are 37 Community primary schools in Brent. Voluntary aided or religious faith schools and foundation schools have their own admission policies. Parents should approach the Headteacher or chair of governors of these schools directly.

Applications for children with a statement of Special Educational Need are made through the SENAS team at the LEA. The placement of children with such a Statement is made after a process of consultation between parents, the school and the LEA. Children with a statement of Special Educational Need receive priority over others for admission to the school named on their Statement.

Schools should not admit more than 30 pupils in each class for Reception, Year 1 & Year 2. This is to enable the LEA to meet its statutory duty of having no more than 30 pupils in each class at Key Stage 1.

The following criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her ethnicity.

Whenever and wherever possible, children are offered a school of their parents' preference and in practice the majority of children go to the school which their parents select for them. Sometimes, however, there are more applications for a certain school than there are places available. Whenever this happens, pupils are offered places in the following order of priority:

### **1. Children 'looked after' by the London Borough of Brent (Young People in Public Care)**

*An application for admission to school must be made by the person with parental responsibility and / or the child's social worker, who will normally apply to the school nearest to where the child is living.*

### **2. Children attending an infant school on the same site as a junior school.**

*This criterion will only affect admission to a junior school that is on the same site as the infant school the child attends immediately prior to the transfer.*

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

*It is open to any parent to make an application under this criterion. The application should be supported, where possible, with a recommendation in writing from a recognized professional of senior status; medical consultant, assistant director of social services, headteacher of current school or other appropriate officer.*



*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.*

**4. Brothers or sisters of a child who attends the school, or an infant or junior school on the same or adjoining site, and who will continue to do so on the date of admission.**

*This includes half and step brothers and sisters so long as they live at the same address - but **not** cousins. Siblings attending the same school should have priority over those attending a separate school on the same site.*

**5. Children living within the school's catchment area.**

*The catchment area is the defined neighbourhood in which the school is sited. It is generally bounded by major roads and/or railway/tube.*

**6. Children living outside the school catchment area.**

If there are more children in any of the above criteria than places, then priority for these places is determined by proximity to the school, judged by the shortest measured walking distance by public right of way from home to school.

**Admissions to Nursery Schools and Classes.**

The above criteria will apply but Nursery admissions arrangements will give priority to Brent residents.

# **Current Admissions Arrangements Community Secondary Schools - September 2004**

## **Admissions Arrangements for Wembley High Technology College – September 2004**

### *1. Admission Number*

The Admissions Number for the School will be 210.

### *2. Application Procedure for Wembley High Technology College*

Parents who wish to secure a place for their child at Wembley High Technology College in the 2004/2005 school year must apply direct to the school. The school will carry out the admissions process and inform parents of the outcome of their application.

Application forms will be available from the school from September 2003 and the closing date for applications will be 22 November 2003.

### *3. Late Applications*

Initial offers will be made to those children whose parents applied before the 'closing date' for applications.

Late applications will be received by schools but will not be considered for a place at the school until after this initial offer has been made. If some parents decline the initial offer of a place for their child, or vacancies become available, then all applications received, whether in time or late, will be considered for these places.

### *4. Waiting Lists*

Wembley High Technology College will maintain a waiting list. This will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

### *5. Oversubscription Criteria*

The criteria set out below are clear, fair and objective and apply to Wembley High Technology College. Community schools may not use any other criteria when carrying out their ordinary admissions processes. All other secondary schools in the borough are either Voluntary Aided or Foundation schools and have their own admissions policies, which are published by the schools and in the LEA's composite prospectus. All 14 secondary schools in Brent publish individual prospectuses, which give detailed information about each school. A copy of the prospectus may be obtained directly from the school.

Applications for children with a statement of Special Educational Need are made through the SENAS team at the LEA. The placement of children with such a Statement is made after a process of consultation between parents, the school and the LEA. Children with a

statement of Special Educational Need receive priority over others for admission to the school named on their Statement.

The following criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her ethnicity.

Whenever and wherever possible, children are offered a school of their parents' preference and in practice the majority of children go to the school which their parents select for them. Sometimes, however, there are more applications for a certain school than there are places available. Whenever this happens, pupils are offered places according to the following criteria, in the order they are listed. Places will be offered until the school's admissions number is reached. Where a tiebreaker within a criterion is required places will be offered on the basis of proximity to the school, judged by the shortest measured walking distance by public right of way.

### **Oversubscription Criteria Community Secondary Schools - September 2004**

#### **Children 'looked after' by the London Borough of Brent (Young People in Public Care)**

An application for admission to school must be made by the person with parental responsibility and / or the child's social worker, who will normally apply to the school nearest to where the child is living.

#### **2. Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs, social needs or special educational needs will be given priority.**

It is open to any parent to make an application under this criterion. The application should be supported, where possible, with a recommendation in writing from a recognised professional of senior status; medical consultant, assistant director of social services, headteacher of current school or other appropriate officer. 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.

#### **3. Brothers or sisters of a child who attends the school and who will continue to do so on the date of admission**

This includes half and step brothers and sisters so long as they live at the same address - but **not** cousins

#### **4. Proximity to the School**

Proximity to the school will be judged by the shortest walking distance by public right of way from home to school

# **Proposed Admissions Criteria - Community Nursery & Primary Schools - 2005**

## Admissions Arrangements for Brent Community Primary Schools

### September 2005

#### 2. Admissions Numbers to Brent Community Primary Schools

Anson Primary School	45
Barham Primary School	90
Braintcroft Primary School	90
Brentfield Primary School	60
Byron Court Primary School	80
Carlton Vale Infant School	60
Chalkhill Primary School	60
Donnington Primary School	30
Elsley Primary School	60
Fryent Primary School	60
Furness Primary School	60
Gladstone Park Primary School	83
Harlesden Primary School	30
Kensal Rise Primary School	90
Kingsbury Green Primary School	90
Leopold Primary School	60
Lyon Park Infant School	120
Lyon Park Junior School	120
Malorees Infant School	60
Mitchell Brook Primary School	60
Mora Primary School	60
Mount Stewart Infant School	90
Mount Stewart Junior School	90
Newfield Primary School	30
Northview Primary School	30
Oliver Goldsmith Primary School	60
Park Lane Primary School	30
Preston Park Primary School	90
Roe Green Infant School	120
Roe Green Junior School	120
Salisbury Primary School	90
Stonebridge Primary School	30
Sudbury School	90
Uxendon Manor Primary School	60
Wembley Manor Infant School	90
Wembley Manor Junior School	90
Wykeham Primary School	60

## *2. Application Procedure for Brent Community Primary Schools*

Parents who wish to secure a place for their child at a Brent Community Primary school in the 2005/2006 school year must apply direct to the school. The school will carry out the admissions process and inform parents of the outcome of their application.

Application forms will be available from schools from January 2005 and the closing date for applications will be in April 2005 (the actual date will appear in the finally determined arrangements after consultation).

Parents may request that their child's admission to a reception class be delayed until the start of the January term.

## *3. Late Applications*

Initial offers will be made to those children whose parents applied before the 'closing date' for applications.

Late applications will be received by schools but will not normally be considered for a place at the school until after this initial offer has been made. If some parents decline the initial offer of a place for their child, or vacancies become available, then all applications received, whether in time or late, will be considered for these places.

## *4. Waiting Lists*

Community Primary Schools will maintain a waiting list. This will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

## **Oversubscription Criteria for Community Primary Schools September 2005**

The criteria set out below apply to community primary schools only. There are 37 Community Primary schools in Brent. Voluntary aided or religious faith schools and foundation schools have their own admission policies. Parents should approach the headteacher or chair of governors of these schools directly.

Applications for children with a statement of Special Educational Need are made through the SENAS team at the LEA. The placement of children with such a Statement is made after a process of consultation between parents, the school and the LEA. Children with a statement of Special Educational Need receive priority over others for admission to the school named on their Statement.

Schools should not admit more than 30 pupils in each class for Reception, Year 1 & Year 2. This is to enable the LEA to meet its statutory duty of having no more than 30 pupils in each class at Key Stage 1.

The following criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her ethnicity.

Whenever and wherever possible, children are offered a school of their parents' preference and in practice the majority of children go to the school which their parents select for them. Sometimes, however, there are more applications for a certain school than there are places available. Whenever this happens, pupils are offered places in the following order of priority:

### **1. Children 'looked after' by the London Borough of Brent (Young People in Public Care)**

*An application for admission to school must be made by the person with parental responsibility and / or the child's social worker, who will normally apply to the school nearest to where the child is living.*

### **2. Children attending an infant school on the same site as a junior school.**

*This criterion will only affect admission to a junior school that is on the same site as the infant school the child attends immediately prior to the transfer.*

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

*It is open to any parent to make an application under this criterion. The application should be supported, where possible, with a recommendation in writing from a recognized professional of senior status; medical consultant, assistant director of social services, headteacher of current school or other appropriate officer.*



*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.*

**4. Brothers or sisters of a child who attends the school, or an infant or junior school on the same or adjoining site, and who will continue to do so on the date of admission.**

*This includes half and step brothers and sisters so long as they live at the same address - but **not** cousins. Siblings attending the same school should have priority over those attending a separate school on the same site.*

**5. Children living within the school's catchment area.**

*The catchment area is the defined neighbourhood in which the school is sited. It is generally bounded by major roads and/or railway/tube.*

**6. Children living outside the school catchment area.**

If there are more children in any of the above criteria than places, then priority for these places is determined by proximity to the school, judged by the shortest measured walking distance by public right of way from home to school.

**Admissions to Nursery Schools and Classes.**

The above criteria will apply but Nursery admissions arrangements will give priority to Brent residents.

# **Proposed Admissions Arrangements**

## **Community Secondary School – September 2005**

## **Admissions Arrangements for Wembley High Technology College**

### *1. Admission Number*

The Admissions Number for the School will be 210.

### *2. Application Procedure for Wembley High Technology College*

Parents who wish to secure a place for their child at Wembley High Technology College in the 2005 school year must include the name of the school on the Common Application Form for the local authority in which they reside.

The closing date for this process in Brent is 24 October 2004. The LEA will co-ordinate applications for admission to school made by its residents and will inform parents of the outcome of this process on 1 March 2005.

### *3. Late Applications*

Late applications will be considered in accordance with the agreed scheme for the Co-ordination of Secondary School Admissions in Brent.

### *4. Waiting Lists*

Wembley High Technology College will maintain a waiting list. This will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

### *5. Oversubscription Criteria*

The criteria set out below apply to Wembley High Technology College. All other secondary schools in the borough are either Voluntary Aided or Foundation schools and have their own admissions policies, which are published by the schools and in the LEA's composite prospectus. All 14 secondary schools in Brent publish individual prospectuses, which give detailed information about each school. A copy of the prospectus may be obtained directly from the school.

Applications for children with a statement of Special Educational Need are made through the SENAS team at the LEA. The placement of children with such a Statement is made after a process of consultation between parents, the school and the LEA. Children with a statement of Special Educational Need receive priority over others for admission to the school named on their Statement.

The following criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her ethnicity.

Places at a school will be offered in accordance with the information provided in the LEAs Common Application Form and the way that the applicants meet the school's oversubscription criteria.

Where a child is eligible to be offered a place at more than one secondary school, the place offered will be that which the parent ranked highest on the Common Application Form.

Where none of the schools ranked by the parent on the Common Application Form are able to offer a place then the LEA will, as far as is reasonably practicable, offer a place at an alternative school.

### **Proposed Oversubscription Criteria Community Secondary Schools for September 2005**

#### **1. Children 'looked after' by the London Borough of Brent (Young People in Public Care)**

*An application for admission to school must be made by the person with parental responsibility and / or the child's social worker, who will normally apply to the school nearest to where the child is living.*

#### **2. Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs, social needs or special educational needs will be given priority.**

*It is open to any parent to make an application under this criterion. The application should be supported, where possible, with a recommendation in writing from a recognized professional of senior status; medical consultant, assistant director of social services, headteacher of current school or other appropriate officer.*

*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.*

#### **3. Brothers or sisters of a child who attends the school and who will continue to do so on the date of admission**

*This includes half and step brothers and sisters so long as they live at the same address - but **not** cousins*

#### **4. Proximity to the School**

*Proximity to the school will be judged by the shortest walking distance by public right of way from home to school*