

**PROPOSED ADMISSION ARRANGEMENTS FOR BRENT COMMUNITY  
SCHOOLS  
FOR 2017/2018  
(INCLUDING PRIMARY AND SECONDARY SCHEMES OF CO-ORDINATION)**

Contents

Primary School Planned Admission Numbers for Admission to School in  
September 2017

How places will be allocated in community reception classes and community  
junior schools

Schemes of co-ordination

- Primary
- Secondary
- In-year

## COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2017/2018

### Primary School Planned Admission Numbers for Admission to School in September 2017

Name of School	Planned Admission Number
Anson Primary School	52
Barham Primary School	120
Braintcroft Primary School	90
Brentfield Primary School	90
Byron Court Primary School	150
Carlton Vale Infant School	60
Chalkhill Primary School	60
Donnington Primary School	30
Elsley Primary School	120
Fryent Primary School	120
Harlesden Primary School	90
Kingsbury Green Primary School	90
Leopold Primary School	120
Lyon Park Infant School	120
Lyon Park Junior School	120
Malorees Infant School	60
Mitchell Brook Primary School	90
Mora Primary School	60
Mount Stewart Infant School	90
Mount Stewart Junior School	90
Newfield Primary School	60
Northview Primary School	30
Oliver Goldsmith Primary School	60
Park Lane Primary School	60
Preston Park Primary School	120
Roe Green Infant School	120
Roe Green Junior School	120
Salisbury Primary School	90
Stonebridge Primary School	90
Uxendon Manor Primary School	120
Wembley Primary School	120
Wykeham Primary School	60

## **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 statements of special educational needs or Education, Health and Care Plans have been considered places will be allocated in accordance with the oversubscription criteria.

There is no automatic transfer from nursery to reception. Parents must complete a separate application.

Application forms will be available from September 2016 and the closing date for applications will be 15 January 2017. Offer Letters will be sent out on 18 April 2017.

### **Deferred Entry**

Parents can request that the date 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 statutory school age. Statutory school age begins the first day of term after your child's fifth birthday.

Parents wishing to defer entry must contact the school after advising them on this after a place has been offered.

Parents can also request that their child attends part-time until their child reaches statutory school age.

### **Applications for children outside the normal age group**

The council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with the Department for Education's (DfE) most recent "Advice on the Admission of Summer Born Children", published in December 2014, which states that, "in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

If parents/carers believe their child should be educated in a different year group they should submit an application for the 'normal' reception round for their child, and provide supporting evidence from relevant professionals working with the child and family stating why it is in the child's best interest to be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of

their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case.

For community schools, the council as the admission authority will decide whether the application will be accepted on the basis of the information submitted. Decisions will be based on the individual circumstances of each case including the view of parents, the relevant head teacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group.

There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the head teacher and senior leadership of individual schools.

### **Late Applications and changes to your application form after the closing date**

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

Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional cases applications received after the closing date may be considered. Additionally, any changes to the application (e.g. order of school preference or change of address) received, or that come into effect, after the closing date will be treated in the same way as a late application (see below).

The following are some example of exceptions that may apply provided the application is received by 10 February 2017 and that there is appropriate evidence:

1. If the family has just moved house you will be asked to provide:
  - a letter from the solicitor confirming completion date which must be on or before 10 February 2017
  - a formal tenancy agreement from a letting/estate agent, which comes into effect on or before 10 February 2017
2. If the family is returning from abroad they will need to provide either:
  - a council tax bill confirming re-occupation of their property by 10 February 2017 if the property has not been occupied or
  - confirmation that tenancy has ceased by 10 February 2017 and that they will re-occupy their property if it has been rented during their absence or
  - confirmation from their employer that they will return to live in Brent on or before 10 February 2017 if they were seconded abroad.
3. If a single parent has been ill for some time, or there has been a recent death of an immediate family member (evidence of this will be required).

## **Waiting Lists**

If the school place allocated is not the first preference, your child's name will automatically be placed on the waiting list for schools which have been ranked higher than the offer made. Community school waiting lists will then be maintained by the council whilst Voluntary Aided, Foundation and Academy Schools waiting lists will be maintained by the schools.

Waiting lists are not maintained on a 'first come - first served' basis. 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 other 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 Brent's Fair Access Protocol, will take precedence over those on a waiting list.

Lists 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. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year.

## **Appeals**

Parents can appeal against any decision made by Brent 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.

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

There is no right of appeal against any decision not to offer a place in a nursery.

## **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 the parental preference, a place will be offered at the nearest community primary school with a vacancy in the year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to a primary school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

### **Proposed Oversubscription Criteria for Community Primary Schools September 2017**

The criteria set out below apply to community primary schools only. There are 32 Community Primary Schools in Brent. Voluntary aided or religious faith schools, foundation schools and academies have their own admission policies. Parents should approach the head teacher or chair of governors of these schools directly for a copy of their admission arrangements or visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions) this webpage will list all the admission arrangements for all schools in Brent.

There is no automatic transfer from nursery to reception class. Parents wanting to apply for a place at reception **must** complete an application which is available on line or a paper Common Application Form (CAF).

Applications for children with an Education, Health and Care Plan (EHCP) or a statement of Special Educational Need are made by Local Authority SEN teams. The placement of such children is made after a process of consultation between parents, the school and the Local Authority. Children with an EHCP or a statement of Special Educational Need receive priority over others for admission to the school named on their Statement. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Schools should not admit more than 30 pupils in each class for reception, Year 1 & Year 2. This is to enable the Local Authority to meet its statutory duty of having no more than 30 pupils in each class at Key Stage 1. Three year old children should not be admitted to reception classes.

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. This is described as oversubscription. Whenever this happens, pupils are offered places in the following order of priority:

**1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**

The highest priority must be given to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order, or special guardianship order. This includes such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

**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. Special circumstances to do with significant medical needs and or social needs.**

This criterion relates to the child's medical and or social needs. The application must be supported by written evidence that 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 Council will not give higher priority to children under this criterion if the required documents have not been submitted.

**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 Brent's Special Education Needs Service.

**Social Needs**

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will be considered where there is involvement from a social worker, or other professional and where it can be demonstrated that the child has exceptional social needs that cannot be met at any other school. Parents' circumstances can have an impact on a child's social needs and evidence of this will be considered.

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

This includes half and step brothers and sisters and foster children 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 whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**

**6. 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. The catchment area is defined by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of one school. Information on which streets make up a catchment area can be obtained from the Local Authority, the school and the Local Authority's website.

**7. 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 and foster children 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.

**8. All other applicants.**

**'Tie-break' Distance Measurement**

The distance is measured along a straight line from an address point in the property to the address point of the school. The measuring system is an integral part of the admission database produced by Tribal Technology Ltd. The system uses Ordnance Survey maps and address points from the LLPG (Local Land and Property Gazetteer) and is accurate to 1 metre.

## **Twins, Triplets and other children of multiple births**

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

## **Split residence**

Where a child lives with parents with shared 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 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.

## **Admission to community school nurseries**

The timeline and oversubscription criteria for a place in a nursery class in a community school are the same as for a reception place. The council does not co ordinate applications for nursery places. Applications for a nursery place in a community school must be made directly to the school by 15<sup>th</sup> January 2017. Offers will be made on 18<sup>th</sup> April 2017 by the school. If the nursery is oversubscribed the Community Schools Oversubscription Criteria will be applied. There is no automatic transfer from a nursery class to a reception class in any Brent community school.

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### Brent Council's Schemes for Co-ordination of Admissions to Year 7 and Reception in 2017/18

#### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System”	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating

arrangements for the admission of children to maintained primary and secondary schools and academies.

## **PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM**

### **Template Scheme for Co-ordination of Admissions to Year 7 in 2017/18**

#### **Applications**

1. Brent will advise home LAs of their resident pupils on the roll of Brent's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Brent will be made on Brent'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 Brent to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Brent will take all reasonable steps to ensure that every parent/carer who is resident in Brent and has a child in their last year of primary education within a maintained school, either in Brent or any other maintaining LA, receives a copy of Brent's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Brent, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
4. The admission authorities within Brent 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 Brent, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Brent, they will be available on Brent's website. Such

forms will advise parents that they must also complete their home LA's Common Application Form. Brent's admission booklet and website will indicate which schools in Brent require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Brent receives a supplementary information form, Brent 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 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Brent. This is to comply with paragraph 1.9 of the School Admissions Code 2014 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 Brent 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. Brent undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Brent's primary school data and the further investigation of any discrepancy. Where Brent 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 **12 December 2016**.
10. Brent will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **11 November 2016**.
11. Brent will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **11 November 2016**.

## Processing

12. Applicants resident within Brent must return the Common Application Form, which will be available and able to be submitted on-line, to Brent by **31 October 2016**. However, Brent will publish

information which encourages applicants to submit their application by **21 October 2016 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Brent's scheme, will be up-loaded to the PLR by **11 November 2016**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Brent shall, in consultation with the admission authorities within Brent'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. Brent will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Brent will forward the details to maintaining LAs via the PLR as they are received. Brent 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 **12 December 2016**.
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 **12 December 2016**, on the basis that an on-time application already exists within the Pan-London system.
19. Brent will participate in the application data checking exercise scheduled between **13 December 2016 and 3 January 2017** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Brent will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Brent have provided a list of applicants in criteria order to Brent, Brent 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. Brent will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. Brent will upload the highest potential offer available to an applicant for a maintained school or academy in Brent to the PLR by **3 February 2017**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Brent 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 **16 February 2017** if this is sooner.
24. Brent will not make an additional offer between the end of the iterative process and **1 March 2017** 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 one of Brent's schools, Brent will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Brent 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, Brent will accept that the applicant(s) affected might receive a multiple offer.
26. Brent will participate in the offer data checking exercise scheduled between **17 and 23 February 2017** in the Pan-London timetable in Schedule 3A.
27. Brent will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **24 February 2016**. (33 London LAs & Surrey LA only).

## Offers

28. Brent will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. Where this is the case Brent LA will try and offer a place at the nearest suitable academy, foundation or voluntary aided school with a vacancy.

29. Brent 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. Brent's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2017**, Brent will send by first class post notification of the outcome to resident applicants.
32. Brent will provide primary schools with destination data of its resident applicants by the end of the Summer term 2017.

### **Post Offer**

33. Brent will request that resident applicants accept or decline the offer of a place by **15 March 2017**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Brent accepts or declines a place in a school within the area of another LA by **15 March 2017**, Brent will forward the information to the maintaining LA by **22 March 2017**. Where such information is received from applicants after **15 March**, Brent will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Brent's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Brent will inform the home LA, where different, of an offer for a maintained school or Academy in Brent'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.
37. When acting as a maintaining LA, Brent and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Brent 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.
39. When acting as a home LA, when Brent is informed by a maintaining LA of an offer which can be made to an applicant resident in Brent'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.

40. When acting as a home LA, when Brent has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Brent will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Brent will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

#### Waiting List

43. 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 indicated they do not wish to remain on the waiting list.
44. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

## **PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM**

### **Brent Councils Scheme for Co-ordination of Admissions to Reception/Junior in 2017/18**

#### **Applications**

1. Applications from residents of Brent will be made on Brent'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 Brent to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Brent will take all reasonable steps to ensure that every parent/carer who is resident in Brent and has a child in a nursery class within a maintained school, either in Brent or any other maintaining LA, receives

a copy of Brent's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Brent, and will include information on how they can access their home LA's Common Application Form if unable to apply online.

3. The admission authorities within Brent 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 Brent, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Brent, they will be available on Brent's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Brent's admission booklet and website will indicate which schools in Brent require supplementary forms to be completed and where they can be obtained.
5. Where a school in Brent receives a supplementary information form, Brent 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 2014.
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 Brent to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Brent 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. Brent undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Brent's maintained nursery and primary school data and the further investigation of any discrepancy. Where Brent 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 **17 February 2017**.
9. Brent will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will

provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2017**.

10. Brent will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2017**.

## **Processing**

11. Applicants resident within Brent must return the Common Application Form, which will be available and able to be submitted on-line, to Brent by **15 January 2017**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Brent's scheme, will be up-loaded to the PLR by **6 February 2017**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Brent shall, in consultation with the admission authorities within Brent's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Brent 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, Brent will forward the details to maintaining LAs via the PLR as they are received. Brent 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 **10 February 2017**.
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 **10 February 2017**, on the basis that an on-time application already exists within the Pan-London system.
18. Brent will participate in the application data checking exercise scheduled between **17 and 23 February 2017** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Brent will be considered by the relevant admission authorities without reference to rank order to comply

with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Brent have provided a list of applicants in criteria order to Brent, Brent 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. Brent will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Brent will upload the highest potential offer available to an applicant for a maintained school or academy in Brent to the PLR by **16 March 2017**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Brent 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 **24 March 2017** if this is sooner.
23. Brent will not make an additional offers between the end of the iterative process and the **18 April 2017** 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 one of Brent's schools, Brent will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Brent 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, Brent will accept that the applicant(s) affected might receive a multiple offer.
25. Brent will participate in the offer data checking exercise scheduled between **27 March and 10 April 2017** in the Pan-London timetable in Schedule 3B.
26. Brent will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2017**. (33 London LAs & Surrey LA only).

## **Offers**

27. Brent will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. Where this is the case Brent LA will try and offer a place at the

nearest suitable academy, community, foundation or voluntary aided school with a vacancy.

28. Brent 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.
29. Brent's outcome letter will include the information set out in Schedule 2.
30. Brent will, on **18 April 2017**, send by first class post notification of the outcome to resident applicants.
31. Brent will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2017.

### **Post Offer**

32. Brent will request that resident applicants accept or decline the offer of a place by **2 May 2017**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Brent accepts or declines a place in a school maintained by another LA by **2 May 2017**, Brent will forward the information to the maintaining LA by **9 May 2017**. Where such information is received from applicants after **2 May**, Brent will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Brent's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Brent will inform the home LA, where different, of an offer for a maintained school or Academy in Brent'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.
36. When acting as a maintaining LA, Brent and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Brent 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.
38. When acting as a home LA, when Brent is informed by a maintaining LA of an offer which can be made to an applicant resident in Brent'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.

39. When acting as a home LA, when Brent has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Brent will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Brent will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

### **Waiting List**

42. 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 indicated they do not wish to remain on the waiting list.
43. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for  
Admissions to Year 7 and Reception in 2017/18**

**Child's details:**

Surname  
Forename(s)  
Middle name(s)  
Date of Birth  
Gender  
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  
Gender 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 and Reception in  
2017/18**

From: Home LA

Date: **1 March 2017 (sec)**  
**18 April 2017**  
**(prim)**

Dear Parent,

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 2017 (sec)** / **2 May 2017 (prim)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

**Timetable for Admissions to Year 7 in 2017/18**

<b>Fri 21 Oct 2016</b>	Published closing date (Friday before half-term)
<b>Mon 31 Oct 2016</b>	Statutory deadline for receipt of applications
<b>Fri 11 Nov 2016</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Mon 12 Dec 2016</b> PLR.	Deadline for the upload of late applications to the
<b>Tues 13 Dec 2016 –</b> <b>Tues 3 Jan 2016</b>	Checking of application data
<b>Fri 3 Feb 2017</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Thu 16 Feb 2017</b>	Final ALT file to PLR
<b>Fri 17 – Thu 23 Feb 2017</b>	Checking of offer data
<b>Fri 24 Feb 2017</b>	Deadline for on-line ALT file to portal
<b>Wed 1 Mar 2017</b>	Offer letters posted.
<b>Wed 15 Mar 2017</b>	Deadline for return of acceptances
<b>Wed 22 Mar 2017</b> LAs	Deadline for transfer of acceptances to maintaining

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

**Timetable for Admissions to Reception/Junior in 2017/18**

<b>Sun 15 Jan 2017</b>	Statutory deadline for receipt of applications
<b>Mon 6 Feb 2017</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 10 Feb 2017</b> PLR.	Deadline for the upload of late applications to the
<b>Mon 17 – Tues 23 Feb 2017</b>	Checking of application data
<b>Thu 16 Mar 2017</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 24 Mar 2017</b>	Final ALT file to PLR
<b>Mon 27 Mar- Mon 10 Apr 2017</b>	Checking of offer data
<b>Weds 12 Apr 2017</b>	Deadline for on-line ALT file to portal
<b>Tues 18 April 2017</b>	Offer letters posted.
<b>Tue 2 May 2017</b>	Deadline for receipt of acceptances
<b>Tue 9 May 2017</b> LAs	Deadline for transfer of acceptances to maintaining

**Scheme for Co-ordination for In-Year Admissions  
2017/18**

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 Brent Council’s community schools will be made on a Brent In Year 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 Brent to enable the admission authorities in the LA area to apply their published oversubscription criteria.

Brent Council will process applications for Brent community schools and will offer to coordinate applications for Voluntary Aided, Foundation and Academy school.

2. The admission authorities within Brent Council will not use supplementary forms except where the information available through the In Year Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Brent 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 Brent Council’s website. Any supplementary forms must advise parents that they must also complete Brent’s In Year Application Form. Brent Council’s admission booklet and website will indicate which of Brent Council’s schools require supplementary forms to be completed and where they can be obtained.
4. Where an admission authority in Brent 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 In Year Application Form.

5. Applicants will be able to express a preference for up to six maintained primary schools within Brent Council.
6. Brent Council will carry out address verification for each application.
7. Brent 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.

## **Section 2: Processing**

8. Applicants for Brent Council's maintained schools must complete and return the In Year Application Form to Brent Council or if applying for a place at a VA (faith), Foundation or Academy school to the school directly unless the school has agreed for the coordination of the In Year Application by Brent Council.
9. Where an application is not fully completed, Brent Council and or the school will not treat the application as valid until all information is received.
10. If Brent 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 secure website.
11. Brent VA/Foundation and Academy schools will aim to inform the LA of the outcome of any application within **20 school days** from receipt of the application.

## **Section 3: Offers**

12. Where a child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
13. 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.
14. Where a Brent resident child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest Brent community school with a vacancy.

## **Section 4: Post-offer**

15. Brent Council and VA, Foundation and Academy schools will request that parents accept or decline the offer of a place within two weeks.
16. Brent Council and Brent VA, Foundation and Academy 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 Brent Council and Brent VA, Foundation and Academy 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.
17. Where a parent accepts or declines a place in a school Brent and the pupil is not a Brent resident, Brent Council will forward the information to the home LA.

### **Section 5: Waiting lists**

18. Applicants will be not be automatically placed on the waiting list for school(s) ranked higher on the In Year Application Form than any school already offered. Applicants will have to complete and return the waiting list form to be placed on the waiting list at any schools once an offer has been made for a preference school.
19. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
20. The waiting list will be closed each year and will not roll over

School waiting lists do not operate on a 'first-come, first-served' basis. Your place on the waiting list, and whether you will be offered a place if another child drops out, is determined by the admission's criteria. The child that meets the criteria the closest will be offered a place. The length of time you have spent on the waiting list will not give you priority over other applicants - it is possible for your child to go down the list as well as up. Being on a waiting list does not guarantee a place at that school.

### **In-year admissions (primary and secondary schools)**

Applications for places in any year groups other than the admissions rounds of the normal year of entry to primary and secondary schools (Reception and Year 7) will be treated as in-year admissions.

Applications to Reception and Year 7 made after 1 September 2017 will also be administered as in-year admissions.

Governing bodies of VA, Foundation and Academy Schools will have responsibility for administering applications for in-year admissions for the academic year commencing 1 September 2016. The Council is the admissions authority for community schools and will retain responsibility for the management of In Year admissions to community schools.

Parents / carers seeking a place outside of the normal admissions round for Brent secondary or primary Voluntary Aided, Foundation or Academy schools must apply directly to each school in which they seek a place unless Brent is coordinating applications for In year. List of the schools that Brent will be coordinating will be available on the website [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions)

Parents/carers seeking a place in a Brent Community School must apply to the Council.

Applications for entry to schools in Reception and Year 7 will be administered by the local authority until 1st September 2017, after which they will be administered as in-year applications.

The LA will transfer the waiting list for Reception and Year 7 to VA, Foundation and Academy schools by 1st September 2017.

VA, Foundation and Academy Schools will maintain their own waiting lists. Governors will apply their determined arrangements and rank applicants to determine to whom an offer will be made when a vacancy becomes available.

The Council will maintain the waiting lists for its community schools.

Schools which are their own admissions authority should inform applicants of the outcome of their application within 20 working days of receipt of the application. Schools must offer places in writing and must inform applicants of their right to appeal against the refusal of a place.

Schools will send offer letters and make timely arrangements for the admission of the child, which should be within two weeks of the place being accepted.

On receipt of an in-year application, schools must notify the local authority in which the child resides of both an application and its outcome. This should be within 20 days of receiving the application.

In line with requirements of own admission authority schools, and in order for Brent LA to fulfil its statutory duty to provide information and guidance to applicants seeking a school place, schools must provide regular returns informing the authority of the number of vacancies in each year group on a weekly basis. This will enable the Authority to maintain accurate data on the availability of places in the area. Schools are required to make a 'nil' return where appropriate.

To ensure safeguarding arrangements are in place to identify children missing education (CME) schools are also required to include in their admissions returns a list of those pupils being taken off-roll, together with their confirmed destination.

VA, Foundation, and Academy Schools will use a common in-year application form drawn up by the Authority: this will not require that applicants name more than one school or indicate the order of preference, but will facilitate applicants in being able to make applications to more than one school more readily.

Schools using supplementary information forms will need to provide the Authority with copies.