



Executive
12th February 2007

**Report from the Director of
Children and Families**

For Information

Wards Affected:
ALL

**Proposed Community Primary and Nursery Schools
Admission Arrangements for September 2008**

Forward Plan Ref: C&F-06/07-022

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 2008 intake. Once agreed, these arrangements will be formally consulted upon. Final admission arrangements must be determined before 15 April 2007.
- 1.2 The new School Admissions Code recommends that Admission Authorities should make clear their policy on the admission of twins, triplets or other children from multiple births. Admission for the 2006 primary round identified cases where twins were at the cut off point to be offered a place. Members are asked to consider how applications from twins, triplets or other children from multiple births should be determined if it is only possible to offer one place and remain within class size limit legislation.
- 1.3 Distance between home and school is a clear and objective oversubscription criterion and is often used as a tie breaker in oversubscription criteria. It has the benefit of ensuring that children will not have a disproportionately long journey if access to their nearest school is not possible. The new School Admissions Code recommends that Admission authorities should explain clearly how distance from home to the school will be measured including the points at the school and the child's home from which distance is to be measured (for example, the main school gate, the front door to the home, how flats will be treated). Admission authorities must use a reliable and reasonable system which parents can easily understand. Where a child lives with parents with shared responsibility, each for part of a week, the admission authority must make clear how the 'home' address will be determined in a fair and considered way.

2.0 Recommendations

- 2.1 Members are recommended to agree the proposed admissions arrangements as outlined in Appendix B and allow these to go forward for statutory consultation.
- 2.2 Members are recommended to agree that in the case of twins, triplets or other children of multiple births that the Local Authority will, in the first instance, randomly select the child to be offered the place. The Local Authority will also inform the parents that they may prefer the other, or another child, have the place instead of the child initially randomly selected. That when twins, triplets or other children of multiple births tie for a place, the Local Authority will not offer all the children places in breach of class size legislation.
- 2.3 Members are recommended to agree to an increase in the admissions number of Gladstone Park School from 83 to 90 to bring it line with other community schools in the borough. The admission number has been increased in the proposed admission arrangements for 2008.
- 2.4 Members are recommended to agree that if no comments are received following a wider consultation on the proposed admission arrangements for community schools 2008, that the proposed arrangements are accepted as the determined arrangements without a further report to committee.
- 2.5 Members are recommended to agree that 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.
- 2.6 Members are asked to note that the admission number for Wembley Primary School will increase from 90 to 120 in 2008 due to the expansion.

3.0 Detail

- 3.1 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.
- 3.2 Section 3.2 of the Code of Practice on School Admissions, which applies to admissions arrangements for September 2008, outlines what must be included in Admissions Arrangements for Community Schools. The proposed Admissions Arrangements attached at Appendix B follows this recommended format.
- 3.3 In addition, consideration must be given to the fact that there is coordination of admissions to year 7 in Secondary Schools across London and eight of its surrounding authorities.
- 3.4 It is also a requirement that admissions to Reception in Primary Schools are co-ordinated. Each LA has to receive applications for its maintained schools

and ensure that an applicant receives no more than one offer of a place in one of these schools for their child.

- 3.5 The School Standards and Framework 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 October and November 2006. The results of this consultation are detailed below at 3.12.
- 3.6 When proposed arrangements are determined, there is a process of statutory consultation. The governing bodies of all schools within the Relevant Area for consultation are given the opportunity to comment on the proposed admissions arrangements. The Relevant Area for Consultation for Brent is the area within the borough boundary, i.e. Brent itself.
- 3.7 Section 85A of the Schools Standards and Framework Act 1998 requires all local authorities to establish an Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Admission authorities of all maintained schools and academies must have regard to any advice from the forum in the exercise of their functions. These proposed admission arrangements will be presented to the forum in February 2007.
- 3.8 Admission for the 2006 primary round identified cases where twins were at the cut off point to be offered a place. The new School Admissions Code recommends that Local Authorities should make clear their policy on the admission of twins, triplets or other children from multiple births. The new Code does not give any indication as to what the policy should be. The School Standards and Framework Act, with its attendant regulations, require that Infant school classes shall contain no more than 30 pupils while a teaching session is conducted by a single qualified teacher. Reception is classified as an infant class under the act.
- 3.9 In the event of this happening again, if both twins were offered places the Council would be in breach of class size limit legislation, with the potential for the reception class to start the year with over thirty pupils.
- 3.10 Random allocation would mean that one twin would be offered the place and the second twin would not. It may be that the family would prefer that the choice be made by the Council. Alternatively the family may prefer that, in line with the principle of parental preference, they make the choice. The family could in any event effectively make the choice by withdrawing the application of the child selected by the Council.
- 3.11 The same process of random allocation should apply to triplets or other children from multiple births.
- 3.12 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 is the residential address 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.

Consultation

- 3.13 Governing bodies and headteachers of Community Primary schools in Brent were asked in October/November 2006 to consider the existing admissions arrangements and comment on possible changes.
- 3.14 No responses were received from the headteachers or Governing bodies with regards to the consultation.

4.0 Financial Implications

- 4.1 There are no financial implications in respect of the proposed admission arrangements, as the report deals with an existing and ongoing administrative requirement.
- 4.2 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.
- 4.3 If members decide to offer over 30 places in the case of twins, triplets or children of other multiple births this may result in the school having to employ an additional teacher and alteration to the organisation of school, both of which are 'qualifying measures' under class size limit regulations.

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 must be completed by 1 March 2007.
- 5.3 Final Admissions Arrangements must be determined no later than 15 April 2007. If no comments are received following the wider consultation, the proposed admission arrangements will be finalised as stated in this document without a further need to go to committee. In the event that comments are received a further report will be submitted to committee before the admission arrangements are finalised.

6.0 Diversity Implications

- 6.1 The proposals in this report have been subject to screening and officers believe that there are no diversity implications if members accept the recommendations of the report.
- 6.2 The operation of clear, fair and objective admissions arrangements serve to ensure equality of access to schools in the borough.
- 6.3 An equality impact assessment has been completed and no adverse affects have been identified.

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 There are no staffing implications in relation to these arrangements for the 2008 school intake, the report deals with an existing and continuing requirement and does not require any staffing changes.

Background Papers

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
- vi. The Education (Admission of Looked After Children)(England) 2006 Regulations

Appendices

Appendix A – 2007 Admissions Criteria for Community Primary Schools

Appendix B – Proposed 2008 Admissions Criteria for Community Primary Schools

Contact Officers

Rajeshree Parmar, Chesterfield House, 9 Park Lane, Wembley, Middlesex HA9 7RW, Telephone: 020 8937 3039, Fax: 020 8937 3029

Director of Children & Families
John Christie

Appendix A

Admissions Criteria - Community Nursery & Primary Schools

September 2007

Admissions Arrangements for Brent Community Primary Schools for September 2007

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 Primary 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 2007/2008 school year must apply to the London Borough of Brent Admissions Team, who will co-ordinate applications to Brent Primary Schools.

Application forms will be available from December 2006 and the closing date for applications will be in 8 February 2007.

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 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 2007

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 Council. The placement of children with such a Statement is made after a process of consultation between parents, the school and the Local Authority. 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 Local Authority 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 in public care (looked after children)

An application for admission to school must be made by the person with parental responsibility and / or the child's social worker.

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. The catchment area is defined by the Local Education 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 LEA, the school and the LEAs website.

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.

Appendix B

Admissions Criteria -Community Nursery & Primary Schools

To go forward for
consultation regarding
September 2008 entry

Admissions Arrangements for Brent Community Primary Schools to go forward for consultation for September 2008

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 90 – *(increased from 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 Primary School 120 – *(increased from 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 2008/2009 school year must apply to the London Borough of Brent Admissions Service, who will co-ordinate applications to Brent Primary Schools in line with the published primary co-ordination scheme for 2008.

Application forms will be available from October 2007 and the closing date for applications will be in 8 February 2008 (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.

Three year old children should not be admitted to reception classes.

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 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

Waiting lists will be maintained for Community Primary Schools. 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. Parents wishing to stay on the waiting list will be required to submit a request in writing.

5. Appeals

If you wish to appeal against any decision not to offer a place at a Brent Community School, these should be addressed to the Brent School Admissions Service, Chesterfield House, 9 Park Lane, Wembley, HA9 7RW.

Proposed Oversubscription Criteria for Community Primary Schools September 2008

The criteria set out below apply to community primary schools only. There are 36 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.

There is no automatic transfer from nursery to reception class in the school and this is not a feature of Brent Community schools admissions criteria. Having a current place in the nursery of a Community school is not a criterion for allocation of a reception place.

Applications for children with a statement of Special Educational Need are made through the SENAS team at the Council. The placement of children with such a Statement is made after a process of consultation between parents, the school and the Local Authority. 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 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. Whenever this happens, pupils are offered places in the following order of priority:

1. Children in public care (looked after children)

An application for admission to school must be made by the person with parental responsibility and / or the child's social worker.

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 recognised professional of senior status; medical consultant, 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.

*This criterion relates to the **child's** medical, social and special needs. Not any member of the child's family. Decisions regarding whether children fall under this criterion are made by the local authority. If you are unsure if your application meets this criterion, please contact the Brent School Admissions Team for further advice. It is better to send information to support your application. The local authority can only consider information it has received.*

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. 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 LA, the school and the LAs website.

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.

Tie Breaker

Where there is more than one applicant that meets a criterion above priority will be given to the applicant who lives closer to the school. This will be judged by the shortest measured walking distance by public right of way* from home to school.

*A public right of way is one which is determined by The Countryside Act 1968. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled (measurements will be taken from the door of each individual dwelling). If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.

Twins, Triplet 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, in the first instance, randomly select the child to offer the place to. The Local Authority will also inform the parents that they may prefer the other, or another child, have the place instead of the child initially randomly selected.

Spilt 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 is the residential address 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.

Admissions to Nursery Schools and Classes.

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