



ADMISSION ARRANGEMENTS FOR BRENT COMMUNITY
SCHOOLS FOR 2014/2015
(INCLUDING PRIMARY AND SECONDARY SCHEMES OF
CO-ORDINATION)

Summary

The admission arrangements outlined in this document are the school admission procedures for the 2014/15 academic year.

Any objections to these admission arrangements can be lodged with the Office of the Schools Adjudicator up 30 June 2013.

Office of the School Adjudicator
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Staindrop Road
Darlington
DL3 9BG

Tel: 01325 735 303

If you have any queries about the contents of this document, please contact:

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This document addresses the following:

Secondary School Admissions	
PAN London Co-ordinated Admission Schemes 2014/15	<ul style="list-style-type: none"> • Outlines Brent’s scheme developed to work across the 33 London local authorities. • There are no changes to the PAN London co-ordinated schemes for transfer to Secondary school.
Primary School Admissions	
PAN London Co-ordinated Admission Schemes 2014/15	<ul style="list-style-type: none"> • Outlines Brent’s scheme developed to work across the 33 London local authorities. • There are no changes to the PAN London co-ordinated schemes for Reception class admissions.
Admission numbers for community primary schools	<ul style="list-style-type: none"> • No changes to the agreed numbers for 2013/14.
Admission Arrangements for Brent Community Schools	The Council is the admission authority for its community schools.
In-Year School Admissions	
Scheme for Co-ordination for In-Year Admissions 2014/15	Brent Council will process applications for Brent community schools and will offer to coordinate applications for Voluntary Aided, Foundation and Academy school.

COMMUNITY SCHOOL ADMISSION ARRANGEMENTS 2014/15

Primary school planned Admissions Numbers Schools to Brent Community Primary Schools

	Name of School	Admissions Number	Gates measured to
1	Anson Primary School	52	Main gate
2	Barham Primary School	120	Main/Back gate
3	Braintcroft Primary School	90	Main gate
4	Brentfield Primary School	90	Main gate
5	Byron Court Primary School	90	Main gate
6	Carlton Vale Infant School	60	Main/Back gate
7	Chalkhill Primary School	60	Main gate
8	Donnington Primary School	30	Main gate
9	Elsley Primary School	60	Main/Back gate
10	Fryent Primary School	120	Main gate
11	Furness Primary School	60	Main/Back gate
12	Gladstone Park Primary School	90	Main gate
13	Harlesden Primary School	30	Main gate
14	Kensal Rise Primary School	90	Main gate
15	Kingsbury Green Primary School	90	Main gate
16	Leopold Primary School	60	Main gate
17	Lyon Park Infant School	120	Main gate
18	Lyon Park Junior School	120	Main gate
19	Malorees Infant School	60	Main gate
20	Mitchell Brook Primary School	90	Main gate
21	Mora Primary School	60	Main gate
22	Mount Stewart Infant School	90	Main gate
23	Mount Stewart Junior School	90	Main gate
24	Newfield Primary School	60	Main/Back gate
25	Northview Primary School	30	Main gate
26	Oliver Goldsmith Primary School	60	Main gate/Kingsbury Road gate
27	Park Lane Primary School	60	Main/Back gate
28	Preston Park Primary School	90	Main gate
29	Roe Green Infant School	120	Main gate
30	Roe Green Junior School	120	Main gate
31	Salisbury Primary School	90	Main gate
32	Stonebridge Primary School	60	Main/Back gate
33	Uxendon Manor Primary School	60	Main gate
34	Wembley Primary School	120	Main/Back gate
35	Wykeham Primary School	60	Annesley Close -Front & Rear Ardley Close- Front & Rear

These are minimum admission numbers. The council is hoping to expand some schools to provide additional places.

Application Procedure for Brent Community Primary Schools for Reception and Year 3 places.

Parents who wish to secure a place for their child at a Brent Community Primary school in the 2014/2015 school year must apply to their Local Authority. Brent Schools Admissions Service will co-ordinate applications to Brent Primary Schools and other Local Authorities in London in line with the published primary co-ordination scheme for 2014.

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

Application forms will be available from September 2013 and the closing date for applications will be 15 January 2014. Offer Letters will be sent out on 16 April 2014.

Deferred Entry

Parents can defer entry for their child until their child is statutory school age. Statutory school age begins the first day of term after your child's fifth birthday. Parents cannot however defer entry for children born in the summer term for the whole school year. Parent's 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.

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

Late Applications

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

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

Waiting Lists

If you have been allocated a school place which was not your first preference, your child's name will automatically be placed on the waiting list for schools which you have ranked higher than the offer we have made. 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.

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

If you wish to appeal against any decision not to offer a place at a Brent Community School, you should complete and return an appeal form which you can obtain from the Brent School Admissions Service, Brent Customer Services, P O Box 1057, Wembley, HA9 1HJ.

Parents/carers should appeal within 20 school days from the date of the notification letter that their application was unsuccessful. Appeals will be heard by an Independent Appeals Panel within 30 school days of the appeal being lodged.

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

Oversubscription Criteria for Community Primary Schools September 2014

The criteria set out below apply to community primary schools only. There are 35 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 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 a statement of Special Educational Need are made by Local Authority SEN teams. 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. This is described as oversubscription. Whenever this happens, pupils are offered places in the following order of priority:

1. Children in public care (looked after children and previously 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, head teacher 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 Service 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 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 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.

6. All other applicants.

Tie Breaker

Within each criterion priority will be given to the applicant who lives closer to the school. This will be judged by the shortest measured walking distance using road networks including public rights of way* from the child's home to the school gate. Where a school has more than one gate as defined in the admission arrangements distances will be measured to the nearest school gate from the child's home. Where schools have an agreed travel plan, this will also include any routes which schools have determined as being "safe routes to walk". (The travel plan used for this purpose will be the plan which is operational for the school at the closing date for applications.)

*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 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 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.

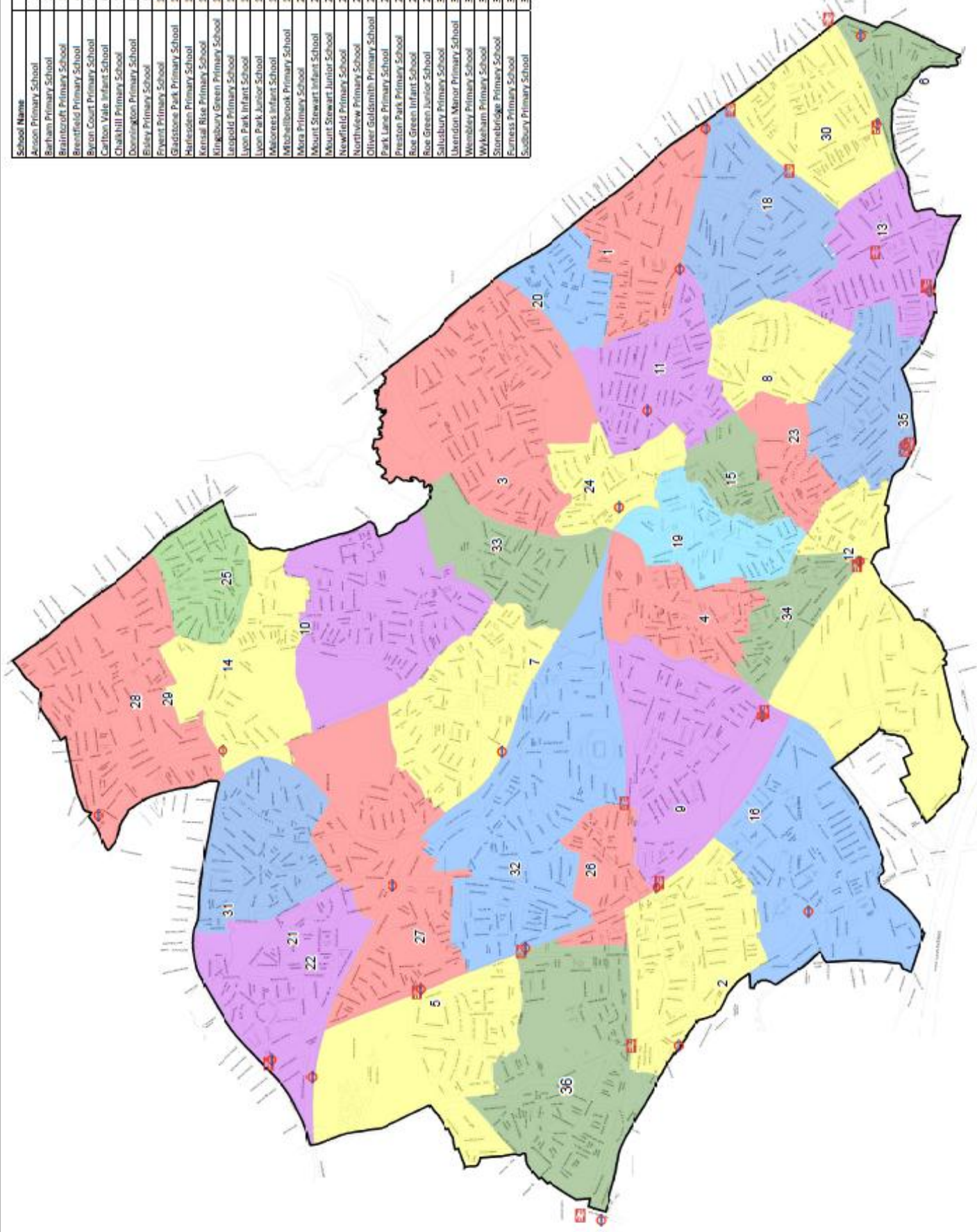


School Catchment Areas for September 2010



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School Name	Number
Arson Primary School	1
Barham Primary School	2
Braintree Primary School	3
Brentfield Primary School	4
Byron Court Primary School	5
Carlton Vale Infant School	6
Chalkhill Primary School	7
Donnington Primary School	8
Esley Primary School	9
Exvert Primary School	10
Gardstone Park Primary School	11
Harbottle Primary School	12
Kensal Rise Primary School	13
Kingsbury Green Primary School	14
Juggeford Primary School	15
Lyon Park Infant School	16
Lyon Park Junior School	17
Misores Infant School	18
Mitchellbrook Primary School	19
Mura Primary School	20
Mount Stewart Infant School	21
Mount Stewart Junior School	22
Newfield Primary School	23
Northview Primary School	24
Oliver Goldsmith Primary School	25
Park Lane Primary School	26
Preston Park Primary School	27
Roe Green Infant School	28
Roe Green Junior School	29
Salisbury Primary School	30
Uxendon Manor Primary School	31
Wensley Primary School	32
Wyleham Primary School	33
Stonbridge Primary School	34
Furness Primary School	35
Sudbury Primary School	36



PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Brent Council's Co-ordination Schemes for Admissions to Year 7 and Reception in Maintained Schools and Academies in 2014/15

Contents

Definitions used in this document

Scheme for co-ordination of admissions to Year 7 in September 2014

Scheme for co-ordination of admissions to Reception in September 2014

Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Template outcome letter -Year 7 and Reception Schemes (Schedule 2)

Timetable for Year 7 Scheme (Schedule 3A)

Timetable for Reception Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Brent Council's Co-ordination Schemes for Admissions to Year 7 and Reception in 2014/15

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 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 Register
“the Local Admission System (LAS)”	the IT module for administering admissions in 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 to which an applicant/parent/carer has applied
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must 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. For secondary schools: 1st March 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. For primary schools: 16 th April 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 (Co-ordination of Admission Arrangements) Regulations 2008 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 2014/15

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

Applications

1. Brent Council 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 Council 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 details of how to access a copy of Brent Council'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.
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 2012*.
5. Where supplementary information forms are used by admission authorities in Brent, they will be available on Brent Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Brent Council'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 Council 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 2012*.

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 in accordance with *paragraph 1.9 of the School Admissions Code 2012*. 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 Council 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 Council's primary school data and the further investigation of any discrepancy. Where Brent Council 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 **13 December 2013**.
10. Brent Council 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 **14 November 2013**.
11. Brent Council 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 **14 November 2013**.

Processing

12. Applicants resident within Brent Council must return the Common Application Form, which will be available and able to be submitted on-line, to Brent by **31 October 2013**. However, Brent Council will publish information which encourages applicants to submit their application by **25 October 2013 (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 Council's scheme, will be up-loaded to the PLR by **14 November 2013**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Brent Council 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 Council 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 Council will forward the details to maintaining LAs via the PLR as they are received. Brent Council 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 **13 December 2013**.
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 **13 December 2013**, on the basis that an on-time application already exists within the Pan-London system.
19. Brent Council will participate in the application data checking exercise scheduled between **16 December 2013 and 2 January 2014** 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 in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. 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 Council 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 Council will upload the highest potential offer available to an applicant for a maintained school or academy in Brent to the PLR by **3 February 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Brent Council 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 **14 February 2014** if this is sooner.
24. Brent Council will not make an additional offer between the end of the iterative process and 3 March 2014 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 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 Council 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 Council will accept that the applicant(s) affected might receive a multiple offer.

26. Brent Council will participate in the offer data checking exercise scheduled between **17 and 26 February 2014** in the Pan-London timetable in Schedule 3A.
27. Brent Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2014**. (33 London LAs & Surrey only).

Offers

28. Brent Council 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 Foundation, Voluntary Aided or Academy school with a vacancy.
29. Brent Council 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 Council's outcome letter will include the information set out in Schedule 2.
31. On **3 March 2014**, Brent Council will send by first class post notification of the outcome to resident applicants.
32. Brent Council will provide primary schools with destination data of its resident applicants by the end of the Summer term 2014.

Post Offer

33. Brent Council will request that resident applicants accept or decline the offer of a place by **16 March 2014**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Brent Council accepts or declines a place in a school within the area of another LA by **16 March 2014**, Brent Council will forward the information to the maintaining LA by **23 March 2014**. Where such information is received from applicants after **16 March**, Brent Council 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, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
36. When acting as a maintaining LA, Brent Council 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 Council 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 Council 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 Council 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 Council 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 Council 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.
45. Children will remain on the waiting list until the end of the academic year in which they are in Year 7. Parents / carers will then have the opportunity to extend this further into Year 8 should they make an application.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Co-ordination Scheme for Admissions to Reception in 2014/15

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 Council 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 Council or any other maintaining LA, receives details of how to access a copy of Brent Council'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.
3. The admission authorities within Brent Council 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 2012*.
4. Where supplementary information forms are used by admission authorities in Brent Council, they will be available on Brent Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Brent Council's admission booklet and website will indicate which schools in Brent Council require supplementary forms to be completed and where they can be obtained.
5. Where a school in Brent Council receives a supplementary information form, Brent Council 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 2012*.
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 in accordance with *paragraph*

1.9 of the School Admissions Code 2012. 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 Council undertakes to carry out the address verification process set out in its entry in the Business User Guide. 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 Council 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 **14 February 2014**.
9. Brent Council 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 2014**.
10. Brent Council 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 2014**.

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 Council by **15 January 2014**.
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 **3 February 2014**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Brent Council 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 Council 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 Council 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 **14 February 2014**.

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 **14 February 2014**, on the basis that an on-time application already exists within the Pan-London system.
18. Brent Council will participate in the application data checking exercise scheduled between **17 February and 24 February 2014** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Brent Council will be considered by the relevant admission authorities without reference to rank order in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. When the admission authorities within Brent Council have provided a list of applicants in criteria order to Brent Council, Brent Council 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 Council 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 Council will upload the highest potential offer available to an applicant for a maintained school or academy in Brent to the PLR by **17 March 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Brent Council 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 **21 March 2014** if this is sooner.
23. Brent Council will not make an additional offer between the end of the iterative process and the 16 April 2014 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 Council's schools, Brent Council 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 Council will accept that the applicant(s) affected might receive a multiple offer.
25. Brent Council will participate in the offer data checking exercise scheduled between **24 March and 10 April 2014** in the Pan-London timetable in Schedule 3B.

26. Brent Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2014**. (33 London LAs & Surrey only).

Offers

27. Brent Council 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 Foundation, Voluntary Aided or Academy school with a vacancy.
28. Brent Council 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 Council's outcome letter will include the information set out in Schedule 2.
30. Brent Council will, on **16 April 2014**, send by first class post notification of the outcome to resident applicants.
31. Brent Council will provide primary schools with destination data of its resident applicants by the end of the Summer term 2014.

Post Offer

32. Brent Council will request that resident applicants accept or decline the offer of a place by **30 April 2014**, 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 **30 April 2014**, Brent will forward the information to the maintaining LA by **14 May 2014**. Where such information is received from applicants after **30 April**, 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 Council's area, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
35. When acting as a maintaining LA, Brent Council 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 Council 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 Council 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 Council 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 Council 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 Council 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 Council 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 2014/15 - Appendix

Protocol for co-ordination of Junior School (Year 3) Admissions

Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form for admission to Year 3 in a Junior School. The form will be available from this LA. Brent Council will also enable resident applicants to submit an application on-line.
2. The application will follow sections 1-10 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2014/15.

Processing

3. Applicants resident within this LA must return the Common Application Form to this LA by **15 January 2014**
4. Brent Council will pass details of any preference for a school in the area of another LA to the maintaining LA using the Pan London Secure Document Exchange by **3 February 2014**. Supplementary information provided with the Common Application Form will be sent to the maintaining LA by the same date.
5. The latest date for sending a late application which is deemed to be on-time within the terms of this LA's scheme is **14 February 2014**.
6. Brent Council will inform the home LA of the highest potential offer available to an applicant for a Junior school in this LA's area no later than **21 March 2014**. (*LAs with Junior schools only*).
7. Brent Council as a Home LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information by **20 March 2014**.
8. The processing of the application will follow sections 14, 15, 17 and 19 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2014/15.

Offers

9. Brent Council will, on **16 April 2014**, send by first class post notification of the outcome to resident applicants.
10. The offer of places will follow sections 27-29 and 31 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2014/15.

Post Offer

11. The post offer process will follow sections 32-41 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2014/15.

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

**Minimum Content of Common Application Form for Admissions to Year 7
and Reception in 2014/15**

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):

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 a statement of SEN? Y/N
Is the child a 'Child Looked After(CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence 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

SCHEDULE 2

**Template Outcome Letter for Admissions to Year 7 and Reception in
2014/15**

From: Home LA

Date: **3 March 2014 (sec)**
16 April 2014
(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.

For Brent community schools, the attached information explains how places were allocated and why it was not possible to offer a place for your child. If you would like more information about the reason that your child was not offered a place at any other school(s), 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 Brent are attached to this letter. If the school is outside the borough of Brent, 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.

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}.

*Please return the reply slip to me by **16 March 2014 (sec) / 30 April 2014 (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 2014/15

Fri 25 Oct 2013 term)	Published closing date (Friday before half-
Thurs 31 Oct 2013	Statutory deadline for receipt of applications
Thurs 14 Nov 2013	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 13 Dec 2013	Deadline for the upload of late applications to the PLR.
Mon 16 Dec 2013 – Thurs 2 Jan 2014	Checking of application data
Mon 3 Feb 2014	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 14 Feb 2014	Final ALT file to PLR
Mon 17 - Wed 26 Feb 2014	Checking of offer data
Thurs 27 Feb 2014	Deadline for on-line ALT file to portal
Mon 3 Mar 2014	Offer letters posted
Mon 16 Mar 2014	Deadline for return of acceptances
Mon 23 Mar 2014	Deadline for transfer of acceptances to maintaining LAs

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

Timetable for Admissions to Reception in 2014/15

Wed 15 Jan 2014 applications	Statutory deadline for receipt of
Mon 3 Feb 2014	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 14 Feb 2014	Deadline for the upload of late applications to the PLR.
Mon 17 - Mon 24 Feb 2014	Checking of application data
Mon 17 Mar 2014	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 21 Mar 2014	Final ALT file to PLR
Mon 24 Mar-Thur 10 Apr 2014	Checking of offer data
Fri 11 Apr 201	Deadline for on-line ALT file to portal
Wed 16 April 2014	Offer letters posted.
Wed 30 April 2014	Deadline for receipt of acceptances
Wed 14 May 2014	Deadline for transfer of acceptances to maintaining LAs

**Scheme for Co-ordination for In-Year Admissions
2014/15**

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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 **10 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 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 2014 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 2014. 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 schools must apply directly to each school in which they seek a place.

Parents / carers seeking a place outside of the normal admissions round for Brent VA, Foundation or Academy schools must apply directly to each school in which they seek a place.

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 2014, 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 2014.

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.

Fair Access Protocol

1. Introduction

1.1 All local authorities must have a Fair Access Protocol. This Protocol applies to all schools in Brent, including voluntary aided schools, Foundation Schools and Academies. The School Admissions Code sets out that the Fair Access Protocol exists to;

- ensure access to education is secured quickly for all children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate
- ensure all schools in an area admit their fair share of children with challenging behaviour including children excluded from other schools;

Please note that the operation of the in-year fair access protocol does not mean that parents whose children fall within the categories outlined in paragraph 4.1 will be admitted to any school on demand under the protocol. An assessment of the effectiveness of the Fair Access Protocol and co-ordination in the authority's area, including how many children were admitted to each school must be included in the annual report to the Schools Adjudicator.

2. Legislation

2.1 The Education and Inspections Act 2006 introduced a requirement for each local authority to have in place an In Year Fair Access Protocol by September 2007. Further Guidance of this requirement is provided in the School Admissions Code published on 1 February 2012.

2.2 The School Admissions Code revised 1st February 2012 sets out the requirement for Local Authorities to have a Fair Access Protocol.

2.3 This protocol has been updated to take account of the revised code and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.

3. The Brent Context

3.1 Brent has 15 secondary schools, all of which are either Foundation or Voluntary Aided Schools or Academies. All secondary schools in Brent are their own Admissions Authority. Most secondary schools in Brent are full in all year groups. The pressure on school places which initially impacted more keenly in the secondary sector has extended to the primary phase.

3.2 Brent has 60 primary schools of which 35 are community and the remainder VA or Foundation.

3.3 Brent has experienced a significant growth in pupil numbers over the last six years, with significant numbers of new arrivals to the UK settling here. To meet demand the council has expanded provision where possible, and set up projects for newly arrived secondary aged pupils who need intensive language support.

4. The Scope of the Fair Access Protocol

All schools are under a legal duty to participate in their local authority's Protocol to ensure that un-placed children (in particular those most vulnerable) are offered a place at a suitable school as quickly as possible.

4.1 In line with the minimum requirements set out in the school Admissions Code 2012, and informed by local circumstances, this Protocol provides for children admitted to school outside of the normal admissions round under the following categories;

- Permanently excluded children attending PRUs who are ready to be reintegrated back into mainstream education;
- Children permanently excluded by a school where at Independent Appeal Panel (IAP) does not uphold the exclusion, but determines that the pupil should not return to the school,
- Children who have been out of education for longer than one school term;
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
- Children of refugees and asylum seekers;
- Homeless children;
- Children with unsupportive family backgrounds, where a place has not been sought;
- Children known to the police or other agencies;
- Children without a school place and with a history of serious attendance problems;
- Traveller children;
- Children who are carers;
- Children with special educational needs (but without a statement);
- Children with disabilities or medical conditions;
- Children returning from the criminal justice system; and
- Children of UK Service personnel and other Crown Servants.

4.2 The majority of children will be placed through the normal admission procedures, the assessment centres process for secondary aged pupils, or included within the scope of the Excluded Pupils Case Management Group or the Children Missing Education Protocols and Policies.

4.3 Other children not listed above may also experience difficulties in attaining a school place, the majority of which will also be admitted through routine admissions procedures operated by the Casual Admissions Team. This Protocol will work as a fail safe for a minority of children who for whatever reason may find it particularly difficult to access a school place.

4.4 Primary aged children who have been out of school for more than six weeks during term time, where the LA has not been able to offer a school place, will be allocated a place under the in year fair access protocol at their nearest school, or a school identified as suitable by the LA/Headteacher Panel This does not confer an automatic right to a place at a school of parental preference.

4.5 Where there are a number of children without a school place in a particular area and the nearest school has admitted children under the in year fair access protocol the LA/Headteacher Panel may identify an alternative school.

4.6 To comply with the In-year Fair Access Protocol schools will be required to admit pupils over their PAN (planned admission number) in all year groups.

4.7 Pupils identified as coming within the protocol will have priority on waiting lists over pupils in school seeking a transfer.

4.7 The LA will monitor and keep records of the number of children allocated to schools under the In Year Fair Access Protocol and provide this information to schools.

4.8 Where appropriate, additional funding to support a pupil placed under the protocol will be made available. This may be the remaining portion of the Age Related Pupil Unit (AWPU) or other funding to support individual pupil needs.

4.9 Where schools refuse to admit pupils if requested under the In Year Fair access Protocol, the LA may use its Powers of Direction.

4.10 Children with statements of Special Educational Need (SEN) are not included in this protocol as their needs should be considered separately by the Special Educational Needs Assessment Service. Children with disabilities, medical conditions and or special educational needs (but without statements) will be treated in same way as all other applicants by the Casual Admission Team in accordance with the published admission policy.

4.11 Brent Council's oversubscription criteria gives priority to children looked after, in line with the School Admissions Code. This is a statutory requirement for all admission authorities.

5. Principles of the Fair Access Protocol

5.1 Schools will receive a full history and an assessment of the pupils educational needs prior to placement. As part of assessing the suitability of a placement for a pupil, the local authority (or placement panel) must take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family, or a strong views about the religious ethos of a school.

5.2 The allocation of pupils should be equitable with no one school or Academy being required to take a disproportionate number of challenging children.

5.3 In general, pupils with challenging behaviour should not be reintegrated to mainstream schools unless they are ready and schools should not be required or pressured into taking a pupil until their behavioural problems have been assessed, suitably addressed and they are ready to take the step back into a mainstream setting. In addition, some pupils may benefit from an early start in a further education college or other setting.

5.4 Brent will offer schools additional help to reintegrate some pupils, for example, Pupil Referral Unit (PRU) teachers continuing to work with a previously excluded pupil when they have returned to mainstream school or a dual registration arrangement where, for a short time, the pupil spends part of the week in a PRU and part in the school, to ensure a smooth transition.

5.5 Brent will consider the circumstances of the individual pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school will be best able to meet their needs.

5.6 Schools cannot cite oversubscription as a reason for not admitting a pupil under the Fair Access Protocol. Pupils coming under the protocol must be given priority for admission over others on a waiting list or awaiting an appeal. Schools must respond quickly to requests for admission so that the admission of the pupil is not delayed and should not insist on an appeal being heard before admitting a child under a Protocol. Schools should not refuse to admit a pupil who has been denied a place at that school at appeal, if the Protocol identifies that school as the one to admit the child. Schools will be expected to admit children within 10 school days.

5.7 Wherever possible, pupils with a religious affiliation should be matched to a suitable school, but this should not override the protocol if the school is unable to take the pupil, or if the pupil identified for the school does not have that affiliation.

6. Administration and procedures

6.1 The authority has established procedures including regular Assessment Centres, the Excluded Pupils Case Management Group (CMG) and the Children Missing Education Protocol, in order to keep to a minimum the numbers of children who are out of school. The procedures for In-Year admissions are generally effective in ensuring children are placed in school, either within our outside of Brent without delay.

7. Excluded pupils

7.1 The Excluded Pupils' Case Management Group, which meets at three week intervals, comprises LA Officers and Primary and Secondary Headteacher representatives. Its remit is to receive tracking and monitoring reports on excluded pupils and Managed Moves, to agree on the placement of permanently excluded pupils in alternative provision, and to consider pupils for re-integration and identify a suitable school.

7.2 At Key Stages 2 and 3, pupils referred for re-integration will be supported by staff from the KS2 and 3 Pupil Referral Units.

7.3 At Key Stage 3, Secondary Headteachers and their Governors have agreed to admit up to 3 excluded pupils above number in any one academic year. Evidence has shown that this is sufficient capacity to accommodate this category of pupils. At Key Stage 4 (KS4), the majority of excluded pupils will complete their education in one of the Authority's Pupil Referral Units or with another approved alternative education provider.

7.4 Only in exceptional circumstances will a pupil at Key Stage 4 be considered suitable for re-integration, in line with the principles set out in Appendix 3 of the School Admissions Code. This does not limit the right of parents to apply to any school of their choice.

7.5 In accordance with the new school exclusions regime in force from 1 September 2012 Panel will be called Independent Review Panel. Following its review of Heads decision Panel will no longer have the power to overturn Heads decision to permanently exclude or order re-instatement. Panels new powers will be to uphold exclusion decision/ recommend the GB re-considers its decision (if minor flaws)/Quash decision and Direct GB to consider the exclusions again. If within 10 school days of Panels Direction pupil has not been re-instated by the school Panel has power to Direct LA to impose fine of £4,000 from schools budget.

8. Children Missing Education

8.1 The Children Missing Education Policy established procedures for identifying, referring and tracking (IRT) pupils out of school. This protocol was drawn up in response to the then DfES recommendation that all local authorities should adopt effective IRT procedures as part of their strategy to ensure that as few children as possible are missing education. The Children Missing Education Policy is administered by the Education Welfare Service.

9. In-Year Admissions (Casual Admissions)

9.1 The process for applications outside the normal year of entry is called In - Year Admissions. All applications from Brent residents must be coordinated by Brent School Admissions.

9.2 Parents must apply directly to the school admissions service. In their application they can state a preference for up to six schools. These schools should be ranked in order of preference. Out of school pupils are assigned to schools waiting lists above pupils already in a school seeking a transfer. If there are vacancies in the applicants year group at a school of preference a place will

be offered. If there is not a suitable vacancy the council will offer a place at the nearest school with a vacancy, or in the case of secondary aged pupils, invite the applicant to attend a choice advice and assessment appointment.

9.3 To manage the high numbers of new arrivals in the secondary sector Brent holds regular choice advice and assessment centres, where under the supervision of a Headteacher consultant, the circumstances of individual pupils are considered and a school, project or college place is identified and offered. Vacancies in schools in neighbouring boroughs are also utilised. The process for In-Year admissions is available on the Brent Council website or from the School Admission Team.

9.4 Secondary pupils who remain without an offer after these processes will be considered at the Excluded Pupils Case Management Group. Each case will be discussed and a suitable school identified taking into consideration the factors in each individual case, the numbers of pupils on roll in the year group and the pupil's potential travelling time.