



## Admissions Policy

### Recommendations

1. That Harrow High School establishes an 'Admissions Committee' in accordance with the Scheme of Delegation.
2. That the Headteacher be delegated authority for the determination of in-year admissions, including through managed moves and Fair Access Protocol, reporting to the Admissions Committee and/or Governing Body as appropriate.
3. That the school notes the consultation regarding a new Admissions Code that has taken place, and agrees that the Admissions Committee will consider the final revised Code.
4. That the proposed policy for September 2013 entry, attached at Annex 1, is approved as a basis for consultation between November 2011 and March 2012 to enable determination by 15 April 2012 as required, and the Headteacher is delegated authority to take forward the consultation.
5. That the Governing Body notes that the school has entered into a Service Level Agreement with Harrow Council for the provision of admissions services for the period until August 2012. This includes the Council undertaking the prioritisation of applications in accordance with the published over-subscription criteria. Any appeals would be funded on a 'pay as you go' process through Harrow Council's legal services department.

### Background

1. This report outlines proposals to enable the Governing Body to discharge its responsibilities as admissions authority now that the academy has been formed.
2. As part of its consideration of academy status, the Governing Body approved some key principles that it expected would apply to the academy if the school did convert. These principles were re-confirmed at the meeting where the Governing Body made the decision to convert. Two of these principles were the retention of the current Published Admission Number (PAN) and the current over-subscription criteria.
3. The admission policy for the academic year 2011/12 was set by Harrow Council in April 2010 and the academy is obliged to honour these. The admission policy for the academic year 2012/13 was set by Harrow Council in April 2011 and the academy is obliged to honour these.
4. All schools, including academies, are required to operate in accordance with the Admissions Code. The current version of this was published before the 2010 election, and in May 2011 the Secretary of State consulted on a proposed new Admissions Code. It is anticipated that the new Admissions Code will be finalised in time to take effect for entry in September 2013 but it is not yet published (as of 4 October 2011).
5. The Admissions Codes outlines:
  - a. The process for admission to schools (including the overall annual timetable)
  - b. Restrictions around what can or cannot be used as over-subscription criteria for schools that have more applicants than places

6. As a new admissions authority, the academy should consult on its proposed admissions policy for the 2013/14 academic year for a minimum of eight weeks between 1 November and 1 March, and then determine the policy that will be used by 15 April 2012. The Code outlines requirements regarding who is consulted.
7. Annex 1 outlines the proposed policy for the 2013/14 academic year. If this is approved by the Governing Body it will be consulted on in accordance with the Admissions Code requirements. This consultation will be co-ordinated by Harrow Council.
8. Annex 2 outlines the approximate annual admissions timetable (the precise dates may change each year).
9. The DfE website contains the following documents  
(<http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations>):
  - a. The School Admissions Code 2010 (the current version)
  - b. The May 2011 consultation version of a potential future School Admissions Code
  - c. The School Admissions Appeals Code

### **Implications of the recommendation**

Legal: The proposed policy retains the over-subscription criteria used by Harrow Council. Any future changes to the policy would need to be compliant with the Admissions Code, both in terms of the process used to consult on and decide the change and in terms of the new criteria themselves.

Actions of other organisations: All the converting high schools agreed to retain the Harrow Council over-subscription criteria.

Previous review date: n/a

Approved by (SLT):

Approved by Governors: October 2012 (by mail)

Review date: September 2012

Responsible for review:

File name: admissions policy October 2011

Published on website: yes

## Annex 1: Proposed admissions policy for 2013/14

Harrow High School will comply with the requirements of the Funding Agreement and the School Admissions Code, and recognises that its 'relevant area' is the London Borough of Harrow.

### Number of places

The number of year 7 places available for September 2013 school year will be 180. Applications for September 2013 entry should be made via the Harrow co-ordinated admissions scheme; applications can be made online or on paper before the end of October 2012. The school will hold an open evening in September/October where prospective learners and their parents are welcome to visit and find out more about the school.

### Admissions Criteria

If there are fewer applicants than there are places available for Year 7 entry in September 2013, everyone who applies will be offered a place.

If there are more applicants than there are places available the following criteria will be considered, in order, to determine who will be offered a place:

1. **Children Looked After**
2. **Medical reasons relevant to pupil** - Children where there are special medical reasons for seeking a place at the school. (See definition below)
3. **Medical reasons relevant to parent(s)** - Parent(s) where there are special medical reasons for seeking a place for their child at the school. (See definition below)
4. **Sibling link** - Children with brothers or sisters attending the school at the same time (i.e. the older sibling will still be attending when the younger child starts at the school). Please note the sibling link does not apply to learners who will be attending the sixth form in September 2013.
5. **Distance from home to school** - Places are allocated to applicants who live closest to the school. This must be the address where parents and child normally live and they must be living there on the closing date for receipt of applications (last day of October 2012). (See definition below)

**Tie-breaker:** If more applications are received in any one criterion than there are places available the tiebreaker of distance from home to school, measured in a straight line will be applied.

Children with special educational needs who have a Statement which names the Academy will be allocated a place at the Academy. This is a statutory entitlement under the S.324 of the Education Act 1996.

### Definitions

**Distance** - Distance is measured in a straight line from home to the centre point of the school site. Centre points are computer generated and calculated using a standard equation that factors in on-site buildings only. To find your closest schools showing distances go to [www.harrow.gov.uk/schooladmissions](http://www.harrow.gov.uk/schooladmissions). In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

**Home address** - This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of

the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

**Children Looked After** - This term refers to children who are subject to care orders and those who are accommodated by an authority.

**Medical claims** - Any medical claims shall be supported by compelling medical evidence from a hospital consultant at the time of application, which must provide information about the child or parent(s) medical condition, the effects of this condition and why, in view of this, the child needs to attend the school. If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. If the medical condition relates to the parent(s) it will only be considered for the parent(s) with whom the child lives. In assessing these applications, the school may seek appropriate professional advice. If a report from a hospital consultant is not submitted with the application, the application will not be treated as a medical claim. It is only possible to apply to one Harrow secondary school on medical grounds.

### **Sibling**

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs that names the school the other twin will be treated as having a sibling link for that academic year.

### **Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 1 March 2013 the Local Authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the School.

The onus is on parents to contact the Local Authority by 16 March 2013 to either accept or decline the offer of a place, using the acceptance form issued with the offer letter. This will in no way affect parents' right to appeal for a place at another school. Harrow Council will write to all parents who have not accepted or declined an offer giving them a further 7 days. If no response is received a further letter will be sent to advise that the place has been withdrawn. Unaccepted places will be allocated to other applicants.

### **Appeals procedure**

Parents who want to appeal against the governors' decision not to offer their child a place at the school must appeal directly to the school, not through the local authority. Appeals should be addressed in writing to the Admissions Officer at the school within **20 school days** of receiving the decision letter from the local authority. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting list for the incoming Year 7**

Parents / carers can ask for their child's name to be put on a waiting list for the school if this school was a higher preference than the school their child was offered a place at or if they submitted an on-time application and did not name this school.

The waiting list will give priority in accordance with the admissions criteria. Any places that become available will be filled in priority order from the waiting list or late applicants.

If a child is on the waiting list, parents resident in Harrow will be asked at the end of October 2013 whether they wish to remain on the waiting list.

### **In-Year applications**

All enquiries and applications for places in schools are addressed to the local authority. After contacting the school about the availability of places the authority will then write to the applicants with the result of their application.

### **Fair access protocol**

As part of the co-ordinated admissions arrangements with Harrow Council the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy and are not automatic even if places are available (section 3.32 of the School Admissions Code 2010)

### **Admission to the Harrow Collegiate for Sixth Form**

All learners may continue to study in the sixth form of their current school, providing they meet the academic entry requirements of their selected courses.

A collegiate system operates at sixth form level within Harrow and some courses are offered through this arrangement. As a result some learners from other schools and/or colleges join courses at a particular sixth form and some learners from the school may join sixth form courses in other schools and/or colleges.

Applications should be made to the school by Friday 11 February 2013.

## Annex 2: Approximate annual admissions timetable

The following table outlines the approximate annual timetable for admissions. The precise dates may be subject to change each year. It runs from September 2011 to September 2012.

When	What	Who
By end October	September 2012 Year 7 applicants visit schools and submit their Application Form to their home LA	Prospective parents / learners
Nov to March	Minimum of eight week consultation on proposed admissions policy for 2013/14*	Admissions Authorities are individually responsible, although the LA may co-ordinate the consultation
9th January 2012	LA issues application information to each Admissions Authority for them to prioritise the incoming Y7 applications	This is the responsibility of each admissions authority, but the prioritisation of applications is included in the LA SLA.
16th January 2012	Admissions Authority informs LA of its ranking of applicants	Each admissions authority notifies the LA
1 March 2012	LA issues offers to parents for places for Y7 entry in September 2012	LA
By 16 March 2012	Parents confirm whether places for 2012 entry have been accepted or rejected	Parents
By 30 March 2012	Parents confirm whether they are appealing against a decision not to offer a place to their child for 2012 entry	Parents
By 15 April 2012	Deadline for determination of admissions arrangements for September 2013 entry	Each admissions authority is responsible for ensuring that they meet the deadline
April – June	Appeal hearings against decisions for 2012 entry	Each admissions authority is responsible to setting up panels - included in LA Legal SLA
July 2012	Overall Harrow 'Information for Parents' booklet and school prospectus for September 2013 completed	Each school (prospectus) and each admissions authority liaising with the Council ('Information for Parents' booklet)

\* - Note – consultation is only required if something is proposed to change, or if the admissions authority has not consulted for a specified period of time