APPLYING FOR A RECEPTION AND JUNIOR SCHOOL
for September 2018
APPLYING FOR A RECEPTION AND JUNIOR SCHOOL FOR SEPTEMBER 2018

CHAM

APPLYING FOR A RECEPTION AND JUNIOR SCHOOL FOR SEPTEMBER 2018

www.brent.gov.uk/catchmentarea

Find your catchment area school online at www.brent.gov.uk/catchmentarea
Contents

Map of Brent Primary, Infant and Junior schools ............................................................. 2
Section 1 – Apply ........................................................................................................... 5
Section 2 – Offers ......................................................................................................... 11
Section 3 – Brent primary/infant/junior schools ............................................................ 16
Section 4 – Additional information ............................................................................. 27
Important dates

15 January 2018 Applications deadline
16 April 2018 National offer day
30 April 2018 Response deadline
30 April 2018 Deadline for applications and changes for the second round
Week ending 18 May 2018 Second round offers
25 May 2018 Second round response deadline
1 June 2018 Deadline for applications and changes for the third round
Week ending 22 June 2018 Third round offers
29 June 2018 Third round response deadline
September 2018 Children start school

Before you make your application
1 Are your preferences realistic?
   Read the admissions criteria for each school and look to see which criteria apply to your child.
The admissions criteria for Brent community schools are listed on page 19. For all other schools the admission criteria are included from page 27 onwards.
2 Do you live close enough to get a place?
   You can find out the distance of your preferred schools using the Direct Gov schools finder at schoolsfinder.direct.gov.uk
   The distance from home to school of the last child offered a place at Brent community schools from last year is on page 16.
   Remember that although this information can be used to give you an idea of how likely it is that you will be offered a place, the 'last distance' will change every year. We can never guarantee any child will be offered a place at any school.

Section 1 – Apply

Apply...

To start Reception class in September 2018
If your child was born between 1 September 2013 and 31 August 2014 you need to apply for them to start primary or infant school in September 2018.

To transfer to junior school in September 2018
If your child is in Year 2 at an Infant school and born between 1 September 2010 and 31 August 2011, you need to apply for them to transfer to junior school in September 2018.

Children attending the infant schools below have priority for a place at the linked junior school, but applications must be made before 15 January 2018.

In Year Admissions
If your child does not currently have a school place or you wish to transfer them to a different school, you will need to make an ‘In Year’ application.

Please visit www.brent.gov.uk/inyearadmissions for more information.
Myth Busters – get the facts!

It is easy to make assumptions about how school admissions works. Here are some of the common myths and misunderstandings as well as the facts.

### Myth

My child has a right to a place at one of my preferred schools.

**The facts**

The Local Authority must offer your child a place at the highest preference school you listed on your application that they qualify for. If your child does not qualify for any of your preferred schools (e.g. because your preferences were unrealistic), they will normally be allocated a place at the nearest school to your home with a vacancy.

My child in the nursery so they will automatically go into Reception.

**The facts**

Everyone must apply for their child even if they already attend the nursery. Schools are not permitted to give priority for Reception places to children already in their Nursery class.

Listing one school will mean that you will have to offer me that school.

**The facts**

Listing only one school does not increase your child’s chances of being offered a place. If your child does not qualify for that school then they will normally be allocated a place at the nearest school to your home with a vacancy.

Listing the same school six times will improve my chances of being offered a place.

**The facts**

Your child can only be considered once for a school and any duplicated preferences will be deleted.

I live nearer to the school than the last child offered under the distance criterion last year so I’m guaranteed a place.

**The facts**

Although the information listed on page 16 can give you an idea of how likely it is that you will be offered a place at your preferred school, the ‘last distance’ will change every year. We cannot guarantee any child will be offered a place at any school.

Children in my road go to the school so my child will too.

**The facts**

The number of pupils offered under each criterion at each school can change every year so just because you know pupils living near you that go to a certain school, it does not mean that your child will be offered a place there.

If I apply to a school in another borough, their residents will have priority over me.

**The facts**

An admissions authority cannot give preference to its own residents and published admissions criteria cannot include the borough of residence. Brent does not discriminate between applicants who live in the borough and those who do not.

It does not matter if my form is late.

**The facts**

If you apply after 15 January 2018, we will look at your application after all those that applied on time have been offered a place and it is very unlikely that you will be offered one of your preferred schools.

I can only apply for Brent schools.

**The facts**

You can apply for both Brent and out of borough schools by listing them on the Brent application form.
Section 1 – Apply
Making your application online

Child details and preferred schools
1. If you have applied before you must check and update your details if they have changed.
2. Click “Start application for New Child” button.
3. Enter your child’s details and click “Next”.
4. Choose your preferred school from the list. Change the Local Authority if the school is outside Brent. Click “Add this school”.
5. Add specific information about the school (e.g. brothers or sisters already attending) then click “Next”.
6. Repeat steps 4 and 5 to list more schools until you have listed all your preferences.
7. Change the order of preferences by clicking “Move up” / “Move down”.
8. Once all your preferred school are listed click “Next”. You will also need to click “Continue” if you have listed fewer than six preferences.

Final Check and Submit
1. Check your application carefully. To make changes click “Back” at the bottom of the page.
2. Read and agree the declarations by clicking in the boxes then click “Submit Application”.
3. You will receive a confirmation email with your application reference number (e.g. 304-2018-09-E-001234). This email is proof that you have submitted your application successfully.

Make changes and attach documents
- You can make changes and attach supporting information up to the closing date by logging into the system with your username or email address and your password.
- Each time you make a change you must re-submit your application. You will receive a confirmation email each time you successfully change your application.
- You will also receive a confirmation for each document you attach.
Your child’s address

- The address used must be the child's permanent home address on 15 January 2018.
- Do not list an address of a relative or someone who provides temporary care for your child, a business address, a childminder's address or any address other than the child’s permanent home address.

Proof of address

- We do not require proof of address to be sent in with your application.
- Please supply your council tax reference number on the application (e.g. from your bill). If you don’t pay council tax directly please leave this question blank.
- Brent Council will check internal council databases in order to verify your address.
- Where it is not possible to verify your address or you have recently moved we will write to you asking for two proofs of address.

Children living at two addresses

- An application can only be processed from one address.
- The application should include the address the child normally lives at for the majority of the school week.
- If a child resides equally between two addresses, it is the parents’ responsibility to agree between themselves which address will be used. One application should be submitted using the address agreed by both parents.

Change of address

- We can only accept changes of address after you have moved. We will not process your application from an intended future address.
- If you move address prior to the closing date (15 January 2018), you should update your address online and resubmit your application. If the closing date has passed, you must tell the council straight away by emailing school.admissions@brent.gov.uk
- You must supply evidence of your change of address.
- Evidence must be received on or before Monday 12 February 2018 in order for your new address to be used when processing your application and calculating home to school distances.
- If we receive evidence of your change of address after Monday 12 February 2018, we will not be able to update your home to school distances until after 16 April 2018 (national offer day).

Fraudulent applications

- Brent Council takes any attempt to obtain a school place through fraudulent means very seriously.
- We will verify addresses to ensure that places are allocated appropriately and fairly.
- Any address proof or supporting documentation which is false or deliberately misleading may lead to offers being withdrawn.
- Stringent checks will be carried out to ensure applications are not fraudulent.
- Home visits may be carried out to verify addresses.

Children with special needs

- If your child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP), please do not complete an application. See page 131 for further information.
- You should contact Brent Special Educational Needs Assessment Service (SENAS) on 020 8937 3229 who will manage your child's transition to primary or junior school.

Exceptional social/medical circumstances

- Some schools give higher priority to children with social or medical needs, even if they do not have a statement or an EHCP.
- If you state a preference for a particular school because of the medical, social or special educational needs of your child, you must demonstrate how only this school meets your child's special circumstances.
- To be considered on this basis you must submit independent, professional evidence which sets out the particular reasons why the school is the most suitable and the difficulties that could be caused if your child has to attend another school.
- For community schools (see page 18) your evidence should be submitted directly to Brent School Admissions and attached to your online application. For all other schools, evidence should be sent directly to the school.
- Evidence will normally be in the form of a report from a suitably qualified, independent professional like a doctor.
- Evidence should be submitted by 15 January 2018 (the closing date for on time applications). Evidence submitted after this date may not be considered until the second or subsequent round of offers.
- See individual schools over-subscription criteria for further information (pages 27 to 130).

Supplementary Information Forms (SIFs)

- Some schools require an additional or Supplementary Information Form (SIF) to be completed in addition to the normal application. The online application system will tell you if any of the schools you listed require a SIF.
- Completed SIFs should be submitted direct to the school prior to the closing date, 15 January 2018.
- SIFs can be obtained directly from schools or downloaded from the school’s or Brent Council’s website.
- Failure to complete a SIF may result in your application to that particular school being unsuccessful.

Twins and multiple births

- Parents with multiple birth children must complete a separate application form for each child.
- Most schools have admission arrangements that ensure multiple birth children will be offered together, even if this means the school will admit more than their published admission number.
- See individual schools over subscription criteria for further information (pages 27 to 130).

Deferred Entry

- Parents can request that the date their child is admitted to school is deferred until later in the year in which they apply or until the term in which the child reaches statutory school age. Statutory school age begins the first day of term after your child’s fifth birthday.
- Parents wishing to defer entry must contact the school to advise 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.

Late applications

- Applications received after 15 January 2018 will be classed as late.
- If there are exceptional circumstances why your application was received after the deadline, please provide independent written evidence by Monday 12 February 2018 (from someone who is impartial) explaining why the application was late.
- The evidence you provide will be considered by Brent school admissions who will decide if your application will be processed as late or on time.
- Late applications will only be considered after all the other applications that were received on time have been offered a place. For this reason late applicants are very unlikely to be offered one of their preferred schools.

Applications for children outside the normal age group

- The council’s policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with the Department for Education’s (DfE) most recent “Advice on the Admission of Summer Born Children”, published in December 2014, which states that, “in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances”.
- If parents/carers believe their child should be educated in a different year group they should submit an application for the ‘normal’ reception round for their child, and provide supporting evidence from relevant professionals working with the child and family stating why it is in the child’s best interest to be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request.”
Section 2 – Offers

How we process your application

Brent school admissions work closely with schools and other local authorities so that every child is offered a place at the highest preference school for which they qualify. The process involves the following stages:

1. Exchange information
   Applications are processed and addresses checked, and applicant’s details are sent to schools. The schools do not know the order of your preferences.

   Additional information?
   - For the community schools listed on page 18, supporting documentation should be submitted to Brent school admissions via the online application system. Supporting documentation for all other schools should be submitted directly to the school.
   - Some schools require applicants to return a SIF (Supplementary Information Form) directly to the school. Check your preferred schools, pages 27 to 130. The online application system will tell you if any of the schools you listed require a SIF.

2. Rank applications
   Schools rank applications according to their published over-subscription criteria to determine which children have priority for places. Brent Council ranks applicants for community schools. For all other schools the Governing Body or academy trust decides whether your child qualifies for a place, not the Council.

   Which criteria relates to your child?
   Check the over-subscription criteria for your preferred schools, pages 19 and 27 to 130.

3. Offer places
   Every school has a maximum number of children that can be admitted. The ranked lists for each school are used to determine the highest preference each child can be offered. Where an applicant qualifies for more than one school the order of preferences determines which school is offered.

   What if the offer isn’t any of my preferred schools?
   The Council will offer every Brent child a place. When applicants do not qualify for a place at any of their preferred schools a place is offered at the nearest school to your home with an available place.

Offers

- National offer day is Monday 16 April 2018.
- Offer emails are sent in the evening on 16 April 2018.
- The online application system is updated with offers and applicants can respond from the evening of 16 April 2018.
- Offer letters are posted first class on Monday 16 April 2018 and should arrive by Thursday 19 April 2018. If you have not had an offer letter in the post by Thursday 19 April 2018 contact Brent school admissions.
- Online applicants offered their first preference school are not sent an offer letter.

Responding to offers (accepting/rejecting)

- Please respond to your offer by 30 April 2018.
- Online applicants must respond to the offer online by logging into the online application system (www.eadmissions.org.uk) using their email address or username and their password.
- We strongly advise applicants to accept the place offered. Accepting the offer secures the school for your child, so you have a back-up, in case you are unsuccessful in securing a higher preference in the second or third rounds or if you appeal and your appeal is not upheld.
- Accepting the place does not effect your waiting list position or appeals.
- If you do not accept the offer, the place may be offered to another applicant, and subsequent offers may be further away from your home.

Further Offers

- After national offer day (16 April 2018) Brent school admissions continue to process applications and make offers on behalf of schools until the end of August.
- Schools do not offer places directly.
- Two additional rounds of offers will be sent out according to the timetable on page 14.
- All late applicants living in Brent will be offered a place in the second and third round.
- Unsuccessful applicants will not receive notification in...
the second or third round, only successful applicants will be sent a letter.

- After the third round places will be offered as and when they become available.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Second Round</th>
<th>Third Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for changes to be included in the round</td>
<td>30 April 2018</td>
<td>1 June 2018</td>
</tr>
<tr>
<td>(e.g.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>changed address/preferences)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offer</td>
<td>Week ending</td>
<td>Week ending</td>
</tr>
<tr>
<td>Offers will be sent by first class post</td>
<td>18 May 2018</td>
<td>22 June 2018</td>
</tr>
<tr>
<td>Successful applicants only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Waiting lists**

- If we cannot offer your first preference on national offer day (16 April 2018) then your child will be automatically added to the waiting list for each school you ranked as a higher preference than the school offered.
- Any vacancies available in the second and third round will be offered to applicants on a waiting list.
- Priority on the waiting list is determined by the over-subscription criteria for each school. There is no guarantee that a place will be offered for your child off the waiting list.
- When an applicant on a waiting list is offered a place, any previous offer will be automatically withdrawn. You will not be given a choice between your current offer and the new offer. If you are happy with your current offer then you must advise Brent school admissions to remove your child from waiting lists.
- Your child's position on a waiting list can go up as well as down when other applicants are offered a place or join the list.
- Waiting lists are not operated on a first come, first served basis. The length of time your child is on a waiting list will not give them priority over other applicants.
- **Please note:** Waiting lists for Brent schools will be refreshed for the start of each academic year. To ensure that your child remains on a school waiting list and in consideration after the end of the academic year, you must make a separate 2018/19 In Year application online. In Year applications for 2018/19 will open on Monday 2 July 2018 visit [www.brent.gov.uk/inyearadmissions](http://www.brent.gov.uk/inyearadmissions). The Local Authority will not contact you again to remind you to reapply.

**Appeals**

- If your child is not offered a place at one of the schools you listed on your form you can appeal against this decision to an independent appeal panel.
- Appeals are heard by an independent appeal panel of three members of the public who are independent of the school and the local authority.
- If you wish to appeal for a Brent community school you must read the guidance and complete the appeal form available online at [www.brent.gov.uk/schoolappeals](http://www.brent.gov.uk/schoolappeals)
- Appeals for Brent community schools (see page 18) should be returned to School Admissions, PO Box 1057, Wembley, HA9 1HJ.
- Appeals for all other Brent schools and schools outside Brent must be made to the school or admitting authority directly.
- Your offer letter will give information about how to appeal.
### Offers by criteria (straight line distance in metres where applicable)

<table>
<thead>
<tr>
<th>School Name</th>
<th>Total Places Available</th>
<th>Total Applications</th>
<th>Total Offers</th>
<th>Education, Health and Care Plan which names the school</th>
<th>Looked after and previously looked after children</th>
<th>Attend the linked infant school</th>
<th>Sibling in catchment area</th>
<th>Child of a staff member</th>
<th>In catchment area</th>
<th>Sibling outside catchment area</th>
<th>Any other applicant</th>
<th>Nearest school with a vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anson Primary School</td>
<td>52</td>
<td>259</td>
<td>52</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barham Primary School</td>
<td>120</td>
<td>354</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braintree Primary School</td>
<td>90</td>
<td>130</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brentfield Primary School</td>
<td>90</td>
<td>125</td>
<td>59</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Byron Court Primary School</td>
<td>150</td>
<td>254</td>
<td>104</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlton Vale Infant School</td>
<td>60</td>
<td>87</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chalkhill Primary School</td>
<td>60</td>
<td>161</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donnington Primary School</td>
<td>30</td>
<td>113</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elysse Primary School</td>
<td>120</td>
<td>145</td>
<td>57</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fryent Primary School</td>
<td>120</td>
<td>185</td>
<td>67</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harlesden Primary School</td>
<td>90</td>
<td>134</td>
<td>45</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kingsbury Green Primary School</td>
<td>90</td>
<td>274</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leopold Primary School</td>
<td>60</td>
<td>253</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leopold Primary School - Gwenneth Rickus site</td>
<td>60</td>
<td>109</td>
<td>52</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lyon Park Primary School</td>
<td>120</td>
<td>197</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malorees Infant School</td>
<td>60</td>
<td>247</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitchell Brook Primary School</td>
<td>90</td>
<td>230</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mora Primary School</td>
<td>60</td>
<td>139</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mount Stewart Infant School</td>
<td>90</td>
<td>253</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mount Stewart Junior School</td>
<td>90</td>
<td>131</td>
<td>90</td>
<td>3</td>
<td>(311.4)</td>
<td>1</td>
<td>(498.5)</td>
<td>85</td>
<td>(6316.2)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newfield Primary School</td>
<td>60</td>
<td>82</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northview Primary School</td>
<td>30</td>
<td>82</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oliver Goldsmith Primary School</td>
<td>60</td>
<td>195</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Lane Primary School</td>
<td>60</td>
<td>257</td>
<td>59</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preston Park Primary School</td>
<td>120</td>
<td>232</td>
<td>77</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roe Green Infant School</td>
<td>120</td>
<td>286</td>
<td>120</td>
<td>1</td>
<td>(230.3)</td>
<td>1</td>
<td>(895.7)</td>
<td>71</td>
<td>(865.1)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roe Green Strathcona School</td>
<td>30</td>
<td>31</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roe Green Junior School</td>
<td>120</td>
<td>159</td>
<td>120</td>
<td>3</td>
<td>(6009.3)</td>
<td>1</td>
<td>(399.0)</td>
<td>1</td>
<td>(408.3)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salisbury Primary School</td>
<td>90</td>
<td>323</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Stonebridge School</td>
<td>90</td>
<td>78</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uxendon Manor Primary School</td>
<td>120</td>
<td>161</td>
<td>79</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wembley Primary School</td>
<td>120</td>
<td>433</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wykeham Primary School</td>
<td>60</td>
<td>210</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td>(Distance)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Data at 18 April 2017
Community Schools in Brent

- Brent Council decide the admission criteria that are used to determine who has priority for places at the schools listed below.

Detailed information about each school listed below is available on pages 20 to 26.

Community Schools

Anson Primary School
Barham Primary School
Braintcroft Primary School
Brentfield Primary School
Byron Court Primary School
Carlton Vale Infant School
Chalkhill Primary School
Donnington Primary School
Elsley Primary School
Fryent Primary School
Harlesden Primary School
Kingsbury Green Primary School
Leopold Primary School
Lyon Park Primary School
Malorees Infant School
Mitchell Brook Primary School
Mora Primary School
Mount Stewart Infant School
Mount Stewart Junior School
Newfield Primary School
Northview Primary School
Oliver Goldsmith Primary School
Park Lane Primary School
Preston Park Primary School
Roe Green School
Roe Green Junior School
Salisbury Primary School
The Stonebridge School
Uxendon Manor Primary School
Wembley Primary School
Wygam Primary School

Schools with split sites

Leopold Primary School
Leopold Primary School has expanded to admit 120 pupils into Reception each year.

The school is split over two sites and will admit 60 children to Reception at each site. The first site is Leopold Hawkeshed on Hawkeshed Road, Willesden, NW10 9UR and the second site is Leopold Gwenneth Rickus, 242-250 Brentfield Road, Neasden, NW10 8HE.

Applicants interested in the school should indicate which site they would like their child to attend by including the relevant preference on their application. If an applicant would be happy for their child to attend either site then a preference for both should be included. Reception offers at Leopold Primary School will indicate clearly which site the child must attend.

Roe Green School
Roe Green Infant School has expanded to admit 150 pupils into Reception each year.

The school is split over two sites. The first site is Roe Green Infants, Princes Avenue, Kingsbury, NW9 9JL where 120 Reception places will be allocated. The second site is Roe Green Strathcona, Strathcona Road, Wembley, HA9 8QL where 30 Reception places will be allocated.

Applicants interested in the school should indicate which site they would like their child to attend by including the relevant preference on their application. If an applicant would be happy for their child to attend either site then a preference for both should be included. Reception offers at Roe Green School will indicate clearly which site the child must attend.

Over-subscription criteria for community schools in Brent for September 2018

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

2. Children attending infant school
   Children attending an infant school on the same site as a junior school (for applications to junior schools only).

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

4. Children inside the catchment area with brothers or sisters at the school
   Brothers or sisters of a child who attends the school, or an infant or junior school on the same or adjoining site, living in the catchment area of the school and who will continue to do so on the date of admission. This includes half and step brothers and sisters and foster children if they live at the same address – but not cousins or other relatives. Siblings attending the same school should have priority over those attending a separate school on the same site.

5. Children of staff
   Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

6. Children inside the catchment area
   Children living within the school’s catchment area. The catchment area is the defined neighbourhood in which the school is located. It is generally bounded by major roads and/or railway/Tube.

7. Children with brothers or sisters at the school
   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.

8. All other children
   Any other applicants. Children who do not meet any higher criteria will be considered under this criterion.

Tie breaker

Within each criterion priority will be given to applicants living nearest to the school. The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admission software, uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

Complete Admission Arrangements

You can view the complete admission arrangements for Brent community schools online at www.brent.gov.uk/admissionarrangements
Community primary schools – contact details

### Anson Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042000
- **Head teacher:** Ms Saadia Lansiquot
- **Address:** Anson Road, Cricklewood, London NW2 4AB
- **Tel:** 020 8452 8552 Fax: 020 8450 3845
- **Admissions Officer:** Claire Houlihan
- **Email:** admin@anson.brent.sch.uk

### Barham Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042049
- **Head teacher:** Ms Karen Giles
- **Address:** Danethorpe Road, Wembley, London HA9 4RQ
- **Tel:** 020 8902 3706 Fax: 020 8903 5098
- **Admissions Officer:** Mina Hirani
- **Email:** mhirani@barham.brent.sch.uk

### Braintcroft Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042075
- **Executive Headteacher:** Ms Sophie Allen
- **Address:** Warren Road, Ricklewood, London NW2 7LL
- **Tel:** 020 8452 2413 Fax: 020 8208 2369
- **Admissions Officer:** Post Currently Vacant
- **Email:** admin@braintcroftprimary.co.uk

### Brentfield Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042003
- **Head teacher:** Nicola Harmer
- **Address:** 41-43 Meadow Garth, London NW10 0SL
- **Tel:** 020 8965 5326 Fax: N/A
- **Admissions Officer:** Ms Ivarine McGibbon
- **Email:** imgibbon@brentfield.brent.sch.uk

### Byron Court Primary School
- **Age Range:** 4-11 years
- **DfE number:** 3042006
- **Head teacher:** Mrs Martine Clark
- **Address:** Spencer Road, Wembley, London HA9 3SF
- **Tel:** 020 8904 2785 Fax: 020 8908 2447
- **Admissions Officer:** Mrs Margaret Brookes
- **Email:** mbrookes@byroncrt.brent.sch.uk

### Carlton Vale Infants School
- **Age Range:** 3-7 years
- **DfE number:** 3042007
- **Head teacher:** Ms Helen Mooney
- **Address:** Malvern Place, London NW6 5PX
- **Tel:** 020 7624 0348 Fax: 020 7328 6293
- **Admissions Officer:** admin@carlton.brent.sch.uk

### Chalkhill Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042008
- **Head teacher:** Ms Rose Ashton
- **Address:** Barnhill Rd, Wembley, London HA9 9YP
- **Tel:** 020 8904 4508 Fax: 020 8904 1227
- **Admissions Officer:** Mrs Jenny Deutrom
- **Email:** admin@chalkhill.brent.sch.uk

### Donnington Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042056
- **Head teacher:** Mr Kevin Minns
- **Address:** Uffington Road, London NW10 3TL
- **Tel:** 020 8451 0761 Fax: 020 8455 1145
- **Admissions Officer:** Mrs Angela Mcallister
- **Email:** admin@donnington.brent.sch.uk

### Elsley Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042055
- **Head teacher:** Mr Raphael Moss
- **Address:** Tokyngton Ave, Wembley, London HA9 6HT
- **Tel:** 020 8902 8003 Fax: N/A
- **Admissions Officer:** Ms Michelle Moore
- **Email:** admin@elsley.brent.sch.uk

### Fryent Primary School
- **Age Range:** 3-11 years
- **DfE number:** 3042074
- **Head teacher:** Mr Sam Nowak
- **Address:** Church Lane, Kingsbury, London NW9 8JD
- **Tel:** 020 8205 4047 Fax: 020 8205 3480
- **Admissions Officer:** Ms Kundan Soni
- **Email:** kundan.soni@fryent.brent.sch.uk

---
Harlesden Primary School

Age Range: 3-11 years
DfE number: 3042017
Head teacher: Mrs Sarah Wawn
Acton Lane, London NW10 8UT
Tel: 020 8965 7445 Fax: 020 89631828
Email: admin@harlesden.brent.sch.uk
Admissions Officer: Mrs Wendy Ferguson
Email: wferguson@harlesden.brent.sch.uk

Admission places available to reception: 90
On time applications made last year: 134
Number of pupils on the roll at January 2017: 399
Map reference: 9L
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Medium

Kingsbury Green Primary School

Age Range: 3-11 years
DfE number: 3042024
Head teacher: Ms Laura Wyane
Old Kenton Lane, Kingsbury London NW9 9ND
Tel: 020 8204 6423 Fax: 020 8905 0258
Email: office@kgreen.brent.sch.uk
Admissions Officer: Mrs Hansa Valji
Email: admin@lyonpark.brent.sch.uk

Admission places available to reception: 90
On time applications made last year: 274
Number of pupils on the roll at January 2017: 679
Map reference: 7D
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Medium

Leopold Primary School

Age Range: 4-11 years
DfE number: 3049901
Head teacher: Mrs Audrey Kendall
242-250 Brentfield Road, Neasden
London NW10 8HE
Tel: 020 8961 5336 Fax: N/A
Admissions Officer: Mrs Barbara Cheltenham
Email: adminlgr@leopold.brent.sch.uk

Admission places available to reception: 60
On time applications made last year: N/A
Number of pupils on the roll at January 2017: 253
Map reference: 8J
Breakfast (BC) or after school club (ASC): N/A
Accessibility: N/A

Lyon Park Primary School

Age Range: 3-11 years
DfE number: 3042031
Head teacher: Rob Fenton
Vincent Road, Wembley London HA0 4HH
Tel: 020 8902 5454 Fax: 020 8903 9748
Email: admin@lyonpark.brent.sch.uk
Admissions Officer: Mrs Saman Makhdumi
Email: smakhdumi@lyonpark.brent.sch.uk

Admission places available to reception: 120
On time applications made last year: 197
Number of pupils on the roll at January 2017: 943
Map reference: 5K
Breakfast (BC) or after school club (ASC): N/A
Accessibility: High

Maloreses Infant School

Age Range: 3-7 years
DfE number: 3042033
Head teacher: Ms Sian Davies
Chirstchurch Ave, London London NW6 7PB
Tel: 020 8459 3038 Fax: N/A
Admissions Officer: Clare Wood
Email: admin@malorees-inf.brent.sch.uk

Admission places available to reception: 60
On time applications made last year: 247
Number of pupils on the roll at January 2017: 239
Map reference: 13K
Breakfast (BC) or after school club (ASC): ASC
Accessibility: Medium

Mitchell Brook Primary School

Age Range: 3-11 years
DfE number: 3042066
Head teacher: Ms Theresa Landreth
Bridge Road, Neasden London NW10 9BX
Tel: 020 8459 1392 Fax: None
Admissions Officer: Mrs S Gordon
Email: sgordon@mbrook.brent.sch.uk

Admission places available to reception: 90
On time applications made last year: 230
Number of pupils on the roll at January 2017: 610
Map reference: 9J
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low

Mora Primary School

Age Range: 3-4 years
DfE number: 3042073
Head teacher: Mrs Nicola Denton
Mora Road, Cricklewood, London NW2 6TD
Tel: 020 8452 2634 Fax: 020 8452 5656
Admissions Officer: Mrs Sheila Mcmullan
Email: admin@mora.brent.sch.uk

Admission places available to reception: 60
On time applications made last year: 139
Number of pupils on the roll at January 2017: 447
Map reference: 12H
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low

Mount Stewart Infant School

Age Range: 3-7 years
DfE number: 3042019
Head teacher: Mrs Carley Holliman
Carlise Gardens, Kenton London HA3 0JX
Tel: 020 8907 5113 Fax: 020 8907 2639
Admissions Officer: Mrs. Nila Mistri
Email: admin@msi.brent.sch.uk

Admission places available to reception: 90
On time applications made last year: 253
Number of pupils on the roll at January 2017: 294
Map reference: 3E
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: High

Mount Stewart Junior School

Age Range: 7-11 years
DfE number: 3042018
Head teacher: Ms Carley Holliman
Mount Stewart Avenue, Kenton
London HA3 0JX
Tel: 020 8907 1977 Fax: N/A
Admissions Officer: Mrs Yasmin Deboo
Email: admin@mswstewartjr.brent.sch.uk

Admission places available to junior: 90
On time applications made last year: 131
Number of pupils on the roll at January 2017: 390
Map reference: 3E
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low

www.lyonparkprimaryschool.co.uk

Leopold Primary School – Gwenneth Rickus site

Age Range: 3-11 years
DfE number: 3042028
Head teacher: Mrs Audrey Kendall
Hawkhead Road, Willesden London NW10 9UR
Tel: 020 8459 5654 Fax: N/A
Admissions Officer: Mrs Barbara Cheltenham
Email: admin@leopoldprimary.co.uk

Admission places available to reception: 60
On time applications made last year: N/A
Number of pupils on the roll at January 2017: 253
Map reference: 10K
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: High

www.mora.brent.sch.uk

Mora Primary School

Age Range: 3-4 years
DfE number: 3042073
Head teacher: Mrs Nicola Denton
Mora Road, Cricklewood, London NW2 6TD
Tel: 020 8452 2634 Fax: 020 8452 5656
Admissions Officer: Mrs Sheila Mcmullan
Email: admin@mora.brent.sch.uk

Admission places available to reception: 60
On time applications made last year: 139
Number of pupils on the roll at January 2017: 447
Map reference: 12H
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low
Newfield Primary School
www.newfield.brent.sch.uk
Age Range: 3-11 years
DFE number: 3042064
Head teacher: Miss Sarah Bolt
Longstone Avenue, London NW10 3UD
Tel: 020 8961 1566 Fax: 020 8961 8517
Admissions Officer: Penny Trotman
Email: admin@newfield.brent.sch.uk
Admission places available to reception: 60
On time applications made last year: 82
Number of pupils on the roll at January 2017: 383
Map reference: 10K
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Medium

Northview Primary School
www.northview.brent.sch.uk
Age Range: 3-11 years
DFE number: 3042034
Head teacher: Mr David Syed
Northview Crescent, Neasden, London NW10 1RD
Tel: 020 8450 7982 Fax: N/A
Admissions Officer: Mrs Michelle O'connor
Email: admin@northview.brent.sch.uk
Admission places available to reception: 30
On time applications made last year: 82
Number of pupils on the roll at January 2017: 227
Map reference: 10I
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Medium

Oliver Goldsmith Primary School
www.olivergoldsmith.brent.sch.uk
Age Range: 3-11 years
DFE number: 3042071
Head teacher: Mr James Simmons
Coniston Gardens, Kingsden, London NW9 0BD
Tel: 020 8205 6038 Fax: N/A
Email: admin@olivergoldsmith.brent.sch.uk
Admissions Officer: Mrs Teresa O'connell
Email: toconnell@olivergoldsmith.brent.sch.uk
Admission places available to reception: 60
On time applications made last year: 195
Number of pupils on the roll at January 2017: 462
Map reference: 8D
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low

Park Lane Primary School
www.parklane.brent.sch.uk
Age Range: 3-11 years
DFE number: 3042038
Head teacher: Miss Enid Lewis
Park Lane, Wembley London HA9 7RY
Tel: 020 8902 5006 Fax: 020 8903 7939
Email: admin@parklane.brent.sch.uk
Admissions Officer: Miss Sonia Penrose
Email: spenrose@parklane.brent.sch.uk
Admission places available to reception: 60
On time applications made last year: 257
Number of pupils on the roll at January 2017: 479
Map reference: 4I
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Medium

Preston Park Primary School
www.prestonparkschool.co.uk
Age Range: 3-11 years
DFE number: 3042039
Head teacher: Miss Georgina Nutton
College Road, Wembley London HA9 8 RJ
Tel: 020 8904 3602 Fax: 020 8904 8745
Email: admin@prestpk.brent.sch.uk
Admissions Officer: Mrs Christine Harris
Email: charris@prestpk.brent.sch.uk
Admission places available to reception: 120
On time applications made last year: 232
Number of pupils on the roll at January 2017: 843
Map reference: 4F
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Medium

Roe Green Infant School
www.rgreeninf.brent.sch.uk
Age Range: 3-7 years
DFE number: 3042041
Head teacher: Mrs Michelle O’connor
Princes Avenue, London, NW9 9JL
Tel: 020 8204 5221 Fax: 020 8905 0256
Email: admin@rggreeninf.brent.sch.uk
Admissions Officer: Miss Lucy McDonnell
Email: aabd-allah@stonebridge.brent.sch.uk
Admission places available to reception: 30
On time applications made last year: 31
Number of pupils on the roll at January 2017: 148
Map reference: 3G
Breakfast (BC) or after school club (ASC): no
Accessibility: High

Roe Green Junior School
www.rgjs.brent.sch.uk
Age Range: 7-11 years
DFE number: 304 9902
Head teacher: Mr James Simmons
Strathcona Road, Wembley, London HA9 8QL
Tel: 020 8904 5597 Fax: N/A
Email: admin@rgjs.brent.sch.uk
Email: mwickramasinghe@rggreeninf.brent.sch.uk
Admission places available to junior: 120
On time applications made last year: 159
Number of pupils on the roll at January 2017: 477
Map reference: 7C
Breakfast (BC) or after school club (ASC): ASC
Accessibility: Medium

Roe Green Strathcona School
www.rgreeninf.brent.sch.uk
Age Range: 4-11 years
DFE number: 304 9902
Head teacher: Mr Reema Vasa
Salusbury Road, London NW6 6RG
Tel: 020 7624 0311/0250
Email: admin@rggreeninf.brent.sch.uk
Email: rvasa@rggreeninf.brent.sch.uk
Admission places available to reception: 30
On time applications made last year: 31
Number of pupils on the roll at January 2017: 90
Map reference: 90
Breakfast (BC) or after school club (ASC): no
Accessibility: High

Salusbury Primary School
www.salusbury.brent.sch.uk
Age Range: 3-11 years
DFE number: 3042070
Head teacher: Mrs Debby Rigby
Salusbury Road, London NW6 6RG
Tel: 020 7624 0311/0250 Fax: 020 7328 1380
Email: admin@salusbury.brent.sch.uk
Email: evillegas@salusbury.brent.sch.uk
Admission places available to reception: 90
On time applications made last year: 323
Number of pupils on the roll at January 2017: 665
Map reference: 14L
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low

The Stonebridge School
www.stonebridge.brent.sch.uk
Age Range: 3-11 years
DFE number: 3042057
Head teacher: Miss Lucy McDonnell
Shakespeare Avenue, Stonebridge, London NW10 8NL
Tel: 020 8965 6965 Fax: 020 8838 0784
Email: admin@stonebridge.brent.sch.uk
Email: aabd-allah@stonebridge.brent.sch.uk
Admission places available to reception: 90
On time applications made last year: 78
Number of pupils on the roll at January 2017: 588
Map reference: 8K
Breakfast (BC) or after school club (ASC): BC and ASC
Accessibility: Low
Academies, Foundation and Voluntary Aided primary schools in Brent

- The admission criteria that are used to determine who has priority for places at the schools listed below are decided by the Governing Body or academy trust of each school.

- A summary of admission arrangements and detailed information for each school is available on pages 27 to 130. The full admission policies are available online at www.brent.gov.uk/admissionarrangements

**Uxendon Manor Primary School**

- Age Range: 3-11 years
- DfE number: 3042020
- Head teacher: Mr Jonathan Parry
- Vista Way, Kenton, London HA3 0UX
- Tel: 020 8907 5019 Fax: 020 8907 2367
- Email: admin@uxendonmanor.com
- Admissions Officer: Mrs Varsha Chandarana
- Email: assessment@uxendonmanor.com

**Wembley Primary School**

- Age Range: 3-11 years
- DfE number: 3043605
- Head teacher: Mr Rob Fenton
- East Lane, Wembley, London HA9 7NW
- Tel: 020 8904 3725 Fax: 020 8901 9895
- Admissions Officer: Mrs M Roye-David and Mrs S Joseph
- Email: admin@wembleyprimary.brent.sch.uk

**Wykeham Primary School**

- Age Range: 3-11 years
- DfE number: 3042053
- Head teacher: Mr Everton Sharpe
- Aboyne Road, Neasden London NW10 0EX
- Tel: 020 8450 8425 Fax: 020 8450 8425
- Admissions Officer: Mrs Harveen Sehra
- Email: admin@wykeham.brent.sch.uk

---

**Academies, Foundation and Voluntary Aided primary schools in Brent**

- Ark Academy
- Ark Franklin Academy
- Avigdor Hirsch Torah Temimah Primary School
- Christ Church CofE Primary School
- Convent of Jesus and Mary RC Infant School
- East Lane Primary
- Furness Primary School
- Gladstone Park Primary School
- Islamia Primary School
- John Keble CofE Primary School
- Kilburn Grange School
- Malorees Junior School
- North West London Jewish Day School
- Oakington Manor Primary School
- Our Lady of Grace RC Infant School
- Our Lady of Grace RC Junior School
- Our Lady of Lourdes RC Primary School
- Preston Manor School
- Princess Frederica CofE Primary School
- Sinai Jewish Primary School
- St Andrew and St Francis CofE
- St Mary’s CofE Primary School
- St Mary Magdalen’s RC Infant School
- St Margaret Clitherow RC Primary School
- St Mary’s RC Primary School
- St Robert Southwell RC Primary School
- Sudbury Primary School
- The Kilburn Park Foundation

---
Admissions Criteria
1. This document sets out the admission arrangements for Ark Academy (Wembley) (“the academy”). The academy is an all-through academy with a nursery, primary, secondary and sixth form school.
2. In the event of a query, enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)
3. The academy has a Published Admission Number (PAN) for the following year groups:
   a) Looked After Children and children previously looked after (pursuant to the Admissions Code) 1

   - 40 Avenue, Wembley, London, HA9 9JR
   - Tel: 020 8385 4370 Fax: 020 8385 4371
   - Email: c.boyle@arkacademy.org

   iii. Except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.

   iv. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy’s over-subscription criteria (see below).

b) Primary
i. The primary school has an agreed PAN of 60 pupils in the Reception year.

   After the allocation of Reception places, the academy will admit ‘rising fives’, i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

   A parent/carer may request that their child’s taking up a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

   Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants the child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the Principal. The process for making an out-of-age group application is described below.

c) Secondary
The academy has an agreed PAN of 180 pupils in Year 7.

   i. Pupils in the primary school will transfer to the secondary school.

   ii. This means that the opportunity to gain admission if a child does not already attend the primary school will, in reality, be restricted in respect of external applicants (those children not currently attending the primary school) to 120 places in Year 7.

   iii. Young people may apply on their own.

   iv. Students will be informed in writing whether or not they have been allocated a place.

   - Brent Council measures distances on behalf of Ark Schools; the method that they adopt for
   distance measurement and also selection between equal applicants and those living in flats will apply.

   b) Children of staff at the school where there is a demonstrable skill shortage – children of members of staff will have priority in the over-subscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal’s designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

   c) In respect of the primary school only, children who at the time of the admission have a sibling who attends the primary school in Reception to Year 6.

   d) In respect of the secondary school, children who at the time of admission have a sibling who attends the academy in Reception to Year 13#

   - For this purpose (c) and (d) above – “sibling” means a whole, half or step-brother or -sister or an adopted child resident at the same address. The fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.

   e) Children of staff in the academy – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.

   f) Distance measurement – A child’s home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child’s normal place of residence.

Procedures where the academy is oversubscribed
5. Where the academy is named on a pupil’s Statement of Special Educational Needs or Education and Health Care Plans where the academy is named, the academy will consider all applications for places. Where fewer applications are received than places available, the academy will offer places to all those who have applied.

   With regard to applications to the secondary school where distance from the school is the priority (sub paragraph f) above) the following will apply:

   a) 25% of the remaining places will be allocated to children who live closest to the school using straight-line measurements from the main entrance of the academy to the main entrance to the child’s home (“Zone A”) and 75% of the remaining places will be allocated to children who live closest to Fawood Children’s Centre (35 Fawood Avenue, Harlesden, London, NW10 8DX) using straight-line measurement...
from the main entrance of the Children's Centre to the main entrance to the child's home ("Zone B").

b) If there are vacancies after applying the criteria at a) above in either of Zone A or Zone B these vacancies will be filled by offering places to applicants who remain to be offered places in the other zone using the distance criteria set out in a) above for that zone.

Tie breaker

If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available, both will be considered together as one application.

Post-16 Over-subscription criteria
6. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the over-subscription criteria as described above.

Operation of waiting lists
7. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list following an unsuccessful application.

8. A child’s position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above with separate distance criteria for the secondary school. When places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Arrangements for appeal panels
9. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.

10. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Applications for admission to the academy outside the normal admissions round – in-year applications
11. In-year applications should be submitted to the academy unless other arrangements are published on the website.

12. If more applications are received than there are places available, the over-subscription criteria above, shall apply.

Appeals against refusal of an in-year application
13. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parent and carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of children outside of their normal age group
14. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.

Ark Franklin Primary Academy

www.arkfranklinprimary.org

DfE number: 3042021

Head teacher: Ms Janine Ryan
Harvest Road, London, London, NW6 6HU
Tel: 020 8969 3846 Fax: 020 8964 5137
Email: info@arkfranklinprimary.org.uk
Admissions enquiries to: Ms Lourdes De Lucia
Email: m.delucia@arkfranklinprimary.org

Academy
Age range: 3-11 years
Number of pupils at the school in January 2017: 616
Number of Reception places for 2018: 90
Number of on-time applications received for September 2017 admissions: 338
Physical accessibility: Low
Victorian Building lots of stairs (3 Floors)

Breakfast club (BC) or After school club (ASC): BC and ASC

How places were offered for 2017:
Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: No

Admissions Criteria
1. This document sets out the admission arrangements for Ark Franklin Academy ("the academy").

2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TQ (admissions@arkonline.org)

3. The academy has a Published Admission Number (PAN) for the following year groups:
   - Nursery: 90 full-time equivalent places
   - Primary (Reception): 90

a) Nursery
i. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the LA's coordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery.

ii. Over-subscription – If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the academy is named. The remaining places will then be offered in accordance with the over-subscription criteria which applies to the academy as a whole (as described below), except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.

iii. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy’s over-subscription criteria (see below).

b) Primary
i. The academy has an agreed PAN of 90 pupils in the Reception year.

After the allocation of Reception places, the academy will admit 'rising fives', i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age-group application is described below.

ii. Where the primary school is oversubscribed, the criteria for admission are as set out below:
Procedures where the academy is oversubscribed

Over-subscription criteria

4. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. Where fewer applications are received than places available, the academy will offer places to all those who have applied. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:

   a) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code) 1

   b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the over-subscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year (i.e. 3 place in Reception).

   c) Children who at the time of the admission have a sibling who attends the academy. For this purpose “sibling” means a whole, half or step-brother or -sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.

   d) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year (i.e. 3 place in Reception).

   e) Distance measurement – A child's home will be the address at which the child normally resides and which

has been notified to the academy and other relevant agencies as being the child's normal place of residence.

The Local Authority measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

Tie breaker

If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or children and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Operation of waiting lists

5. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list following an unsuccessful application.

6. A child's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Arrangements for appeal panels

7. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers may have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Applications for admission to the academy outside the normal admissions round – in-year applications

9. Applications should be submitted to Brent LA unless other arrangements have been made and published on the academy website.

10. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

11. If more applications are received than there are places available, the over-subscription criteria shall apply.

Appeals against refusal of an in-year application

12. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of children outside of their normal age group

13. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described in above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.

11. If more applications are received than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list following an unsuccessful application.

6. A child's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Arrangements for appeal panels

7. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents will have the right of appeal to an Independent Appeal Panel (“Appeal Panel”) if they are dissatisfied with an admission decision of the academy.

8. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Applications for admission to the academy outside the normal admissions round – in-year applications

9. Applications should be submitted to Brent LA unless other arrangements have been made and published on the academy website.

10. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

11. If more applications are received than there are places available, the over-subscription criteria shall apply.

Appeals against refusal of an in-year application

12. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of children outside of their normal age group

13. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described in above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.

1 A ‘looked after child’ is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. * (Footnote 16 of the School Admissions Code 2014). A previously looked after child “includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Childrens Act 2002.”
Avigdor Hirsch Torah Temimah Primary School

www.torahtemimah.wordpress.com  DfE number: 3043603

Head teacher:  Rabbi Yitzchak Freeman

Park Side, Dollis Hill, London, NW2 6RJ
Tel: 020 8450 4377 Fax: 020 8208 7998
Email: admin@torahtemimah.brent.sch.uk

Admissions enquiries to:  Miss Georgina Grant

Voluntary Aided  Age range: 3-11 years

Number of pupils at the school in January 2017: 220
Number of Reception places for 2018: 25
Number of on-time applications received for September 2017 admissions: 41

Physical accessibility:  Low
First floor hall / lunch room, Second floor classrooms, no lift.

Breakfast club (BC) or:  No
After school club (ASC):  No

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: Yes

Admissions Criteria

Application Process

1. Applications are to be made as part of the co-ordinated admissions scheme run by Brent London Borough to the School office. It is necessary to complete the Co-ordinated Admissions Form and the Supporting Information Form (SIF). Both are available from the School
   • The school is a single sex school and applications will be considered for boys only.
   • Applications on behalf of children of multiple births will be considered treating each child as an independent application. A separate SIF is required for each child.

1.1 Pupils will normally be admitted, regardless of ability or aptitude, at the start of the school year in which they reach the age of 4. At the discretion of the

Headteacher admission may be deferred until the earlier of the beginning of the term following the pupil’s 4th birthday and the beginning of the summer term.

1.2 The number of intended admissions to the Nursery for the year commencing September 2018 is 25.

1.3 Attendance at the nursery does not guarantee admission to the School.

Over-subscription criteria

2.1 The overriding consideration is commitment to the practice of Orthodox Judaism (Faith), as determined from time to time by the Rabbinate of the Union of Orthodox Hebrew Congregations (the Rabbinate). In the event of all applications The Admissions Authority will conduct enquiries to ascertain that the family of the applicant and (if different) the home in which the applicant spends most of his time abides by the Shulchan Aruch and its commentaries, conduct themselves in accordance with the book Oz Vehadar Levusha by Elyahu Falk and that the applicant does not have access to the internet or television. A reference from the Rabbinate confirming the foregoing may be required.

2.2 Subject to the foregoing and adopted Protocols (formal and informal) in respect of Hard to Place Children, where applications for admissions exceed the number of places available the following criteria are applied, in the order set out below, to decide which children to admit:

2.2.1 Looked After Children as defined by the Code of Practice on School Admissions (2012) edition who are of the Faith.

2.2.2 Children who have a sibling (including a half or step-brother) of the faith residing in the same household as the applicant, at the school at the date of admission.

2.2.3 In respect of children who are of the faith, by a lottery (Lottery) to be conducted by a solicitor or chartered accountant of at least ten years’ standing who is independent of the School and appointed for this purpose by the Rabbinate. The Lottery will be held in the following order:

2.2.3.1 For those applicants whose father or guardian is a full time student in a Kollel approved by the Rabbinate;

2.2.3.2 Those applicants whose father is a Rabbi in a synagogue recognised by the Rabbinate;

2.2.3.3 Those applicants whose parents or guardians are active in a professional or voluntary capacity in a charity or communal organisation affiliated to or recognised by the Rabbinate.

2.3 All other Applicants.

Within each criterion the Lottery will be used as the tie breaker.

Statements of Special Educational Need

3.1 Applications for students with a Statement of Special Educational Need (SEN) are made by SEN teams within Local Authorities (LA). The placement of students with such a Statement is made after a process of consultation between parents/carers, the school and the LA. Students with a Statement of SEN receive priority over others for admission where the school is named in the Statement.

Waiting List

4.1 The School will maintain a waiting list throughout the 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 over-subscription criteria.

4.2 The foregoing means that a child’s position on the list can go down as well as up, depending on the child’s circumstances and those of other applicants.

4.3 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 to Brent Council’s School Admissions Service with a copy to the School.

Late and Casual Applications

5.1 Late and Casual Applications will be considered provided no more than 25 pupils have been accepted.

5.2 Late Applications must be made in writing to the School office and be accompanied by the SIF.

Appeals

6.1 A request for an Appeal Hearing against a decision of the Admission Authority must be lodged in writing at the school office accompanied by a brief statement of the grounds of the Appeal. The request for the Appeal Hearing must be lodged within 10 school days of the notifications of the decisions of the Admissions Authority.

6.2 Appeals will be dealt with in accordance with the DfE appeals code of practice.
Admissions Criteria

Christ Church School was founded by the Church of England to provide a good education for the children living within the parish of Christ Church with St Laurence, Brondesbury. Christ Church (Brondesbury) Church of England Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children can learn and flourish in a setting shaped by Christian values.

We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, other faiths or no faith, but we expect parents to respect the Christian ethos of our school and its importance to our community.

Christ Church Primary is a one form entry school, with a published admission number of 30 (being the number of pupil places per year group). Where there are more applications than places available, the criteria for admission to the school are as follows in order:

1. Looked after children¹ and children who were looked after, but ceased to be so because they were adopted² or became subject to a child arrangements order³ or special guardianship order⁴.
2. Children of families who regularly worship at Christ Church with St Laurence, Brondesbury.
3. Children who have a brother or sister already attending Christ Church School (this refers to siblings in the nursery and the main school who will be on roll at the time of application and are still there at the time of admission).
4. Children eligible for the Early Year Pupil Premium, the Pupil Premium or Service Premium.
5. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children of families who regularly worship at St. Anne’s, Brondesbury, or at St Gabriel’s, Cricklewood.
7. Children of families of Christian denominations who have attended regular worship at churches which are fully affiliated to Churches Together in Britain and Ireland or The Evangelical Alliance and who live within the parish boundaries of Christ Church with St Laurence, Brondesbury.
8. Children of families of other Christian denominations who have attended regular worship and who live within the parish boundaries of Christ Church with St Laurence, Brondesbury.

9. Children of families of other faiths who live within the parish boundaries of Christ Church with St Laurence, Brondesbury.
10. Children of other families who live within the parish boundaries of Christ Church with St Laurence, Brondesbury.
11. Children of families of Christian denominations who have regularly attended worship at churches which are fully affiliated to Churches Together in Britain and Ireland or The Evangelical Alliance and who live outside the parish boundaries of Christ Church with St Laurence, Brondesbury.
12. Children of families of other Christian denominations who have regularly attended worship and who live outside the parish boundaries of Christ Church with St Laurence, Brondesbury.
13. Children of families of other faiths who live outside the parish boundaries of Christ Church with St Laurence, Brondesbury.
14. Other applicants.

Notes

The parish boundaries are identified in Appendix 2. Please check school website.

Priority will be given within each criterion to children with exceptional medical or social needs which are fully documented and who, in the opinion of the governors, would benefit from a place at Christ Church School.

Supporting evidence from a health professional (e.g. a doctor or social worker) is required detailing the particular reasons as to why this school is the most suitable and the difficulties that would be caused if the child had to attend a different school.

Children with an Educational Health Care Plan (EHCP) which names Christ Church School will be admitted ahead of other applicants.

Parents are required to complete the Common Application Form and return it to the Local Authority by the closing date publicised. Additionally only parents who are applying under criteria 2 and 6-13 are asked to submit a Supplementary Information Form (Appendix 1) so that the governors can consider their applications fully, and return it to the school by the same date. Your parish priest/minister/religious leader should be asked to complete the form.

Please note that the governors define regular worship as attending a place of worship at least twice a month for a minimum period of the 12 months preceding the date of application. Where a family has moved into the area, their previous attendance at a place of worship will be counted.

Children with an EHCP will be admitted ahead of other applicants.

Siblings will be deemed to include step/ half brothers and sisters as long as they live at the same address. A parent is any person who has parental responsibility for, or is the legal guardian of, the child. Where admission arrangements refer to ‘parents’ attendance at church’ it is sufficient for just one parent to attend. ‘Families’ includes only parents and siblings, as defined above.

Priority within one criterion will be determined by considering which applicant lives closest to the school. The distance will be measured by the shortest walking route from the front door of the child’s home address (including flats), [using the Local Authority’s computerised measuring system] with those living closer to the school receiving the higher priority.

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 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.

A waiting list is managed in “criterion order” for the duration of the academic year. The length of time on the waiting list is not a criterion. If a vacancy arises in the course of the year, governors will apply the above criteria. If by the end of the academic year no place has been offered, parents will need to let the school know if they wish their child’s name to remain on the waiting list.

The admissions policy including the admission criteria, is reviewed annually by the Governing Board, which is the admissions authority for this school.

The closing date for applications to the Reception class for September 2018 is in line with the published Local Authority closing date.

Late applicants will be considered if the Reception class has not reached its published limit. Late applicants will be given the opportunity to be added to the waiting list.

In processing applications in respect of twins, triplets or other multiple births, governors cannot agree to exceed the class size. If governors are only able to offer one place to a family in these circumstances they will ask the parents if they are prepared for the children to be split and to decide for which of the children they would wish
to accept the place.

In year admissions

If a place becomes available during the school year and there is a waiting list, the Admissions Committee will consider all applications received without delay following the vacancy arising. The above criteria for admissions will apply. If you wish to apply for a place at this school for any year group, you will need to apply on a Common Application Form.

Summer-born children entering reception classes

Where a place has been offered:

• it is for a full-time place from the September following the child’s fifth birthday;
• the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 but no later than the term after the child’s fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which an offer was made. The school will hold any deferred place for the child.
• where parents wish, a child to attend part-time until they reach compulsory school age.

Convent of Jesus and Mary RC Infant School

www.cjminfantschool.co.uk

Head teacher: Louise McGowan
21 Park Avenue, Willerden, London, NW2 5AN
Tel: 020 8459 5890 Fax: 020 8451 9499
Email: admin@conventinf.brent.sch.uk

Admissions enquiries to: Mrs Cathy Doig
Voluntary Aided Age range: 3-7 years
Number of pupils at the school in January 2017: 307
Number of Reception places for 2018: 90
Number of on-time applications received for September 2017 admissions: 197
Physical accessibility: Low
Breakfast club (BC) or After school club (ASC): BC and ASC
How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: Yes

Admissions Criteria

The Convent of Jesus and Mary Catholic Infant School is a Catholic school founded by the Sisters of the Congregation of Jesus and Mary to provide education for Catholic children. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ and the example of Mary.

The Governors consider that the greatest pastoral benefit from the Education in a Catholic School is obtained by children who come from homes where the Catholic Faith is practiced. Children who attend Mass regularly with their parents and who take part in the various activities of the Parish will derive the fullest benefit from the complementary influences of Home, School and Parish.

The Published Admission Number (PAN) for reception classes at the Convent of Jesus and Mary Catholic Infant School is 90. The Governing Body has sole responsibility for admissions to this school and intends to admit 90 children into the Reception class in the school year which begins in September 2018. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster.

Applications will be ranked using the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

As a Catholic school we aim to provide a Catholic education for all our pupils. As a Catholic School, Catholic doctrine and practice permeates every aspect of the school’s activity. It is essential that the Catholic character of the schools’ education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Please note there is no automatic transfer from Nursery to Reception and a separate application form must be completed by parents of children in the Nursery who wish to apply for a place in the Reception class.

Over-subscription Criteria

Where there are more applications for places than the number of places available places will be offered according to the following in order of priority:

1. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of St. Mary Magdalen’s, Willesden Green and the Parish of the Church of the Transfiguration, Kensal Rise.

2. Baptised Catholic children with a Certificate of Catholic Practice who are resident in parishes bordering St Mary Magdalen’s Willesden Green (The Transfiguration Kensal Rise, St Mary’s and St Andrews Dollis Hill, Our Lady of Willesden Harlesden, St Agnes Cricklewood, St Patrick’s, Neasden).

3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in parishes bordering St Mary Magdalen’s Willesden Green (The Transfiguration Kensal Rise, St Mary’s and St Andrews Dollis Hill, Our Lady of Willesden Harlesden, St Agnes Cricklewood, St Patrick’s, Neasden).
4. Baptised Catholic children with a Certificate of Catholic Practice and whose parent is employed as a permanent member of staff at the Convent of Jesus and Mary Catholic Infant School and Nursery.

5. Other Baptised Catholic children with a Certificate of Catholic Practice.

6. Other baptised Catholic children.

7. Other ‘looked after’ children and previously ‘looked after’ children who have been adopted or made subject to child arrangements orders or special guardianship orders.

8. Children of Catechumens and members of the Eastern Orthodox Church. whose application is supported with a letter from a religious leader confirming membership of the faith community.

9. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming subscription to the Catholic faith and whose application is supported either by a certificate of baptism or by a letter confirming membership of the faith community.

10. Applications from children of other faiths who subscribe to the Catholic faith and whose application is supported with a letter confirming membership of the faith community.

11. Any other children.

Multiple applications
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Tie breaker
Where the offer of places to all the applicants in any of the sub-categories above would still lead to over-subscription, the places up to the admission number will be offered according to distance as measured on a straight line from the applicant’s to the school. The measurement will be conducted by the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.

Fair Access
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Split residence
A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Application procedure for 2018/2019
In order to make an application you must complete an application form from your Local Authority either on line or about Monday 16th April 2018. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

Late applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Nursery children
Attendance at the nursery does not guarantee a place in Reception. Parents of children attending Convent of Jesus and Mary Catholic Infant School Nursery must make a fresh application for reception.

Right of appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the over-subscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal, please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 25th May 2018.

Waiting list
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the over-subscription criteria set out in the policy and in the order in which applications are received or added to the list. Names are removed from the list on 31st August 2019 unless applicants request in writing to remain on the list.

Pupils with an Education, Health and Care Plan (EHCP)
The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP plan you must contact your Local Authority SEN officer. Children with this school named in their EHCP Plan will be admitted to the school.

Change of details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the school and the Local Authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

In year admissions
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria (with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic looked after children; similarly, other children without an offer of a school place are given priority immediately after other looked after children). If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make
an offer to the person at the top of the list. The Local Authority will be informed of the offer as soon as it has been accepted.

**Reception year deferred entry**

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made.

Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

**Summer born children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

**Notes (these notes form part of the over-subscription criteria)**

- **Looked after child** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).
- **Adopted** child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
- **Child Arrangements Order** A Child Arrangements order is an order under the terms of the Children Act 1989 s. 8 setting the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
- **Special Guardianship Order** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in this category.

Parent means the adult or adults with legal responsibility for the child.

Sibling means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church. This also includes a looked-after child in the process of adoption and living with a Catholic family, who would have been baptised were it not for his/her status as a looked-after child.

Certificate of Catholic Practice means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

Catechumen means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

Eastern Christian Church includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Christian for the purposes of this Policy means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

Resident A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries for the purposes of this Policy, parish boundaries are as shown on the attached map. (If parishes or other geographical areas are mentioned in the over-subscription criteria a map must be provided.)

Distance from school means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

**Over subscription criteria**

Where applications exceed the number of places available, offers of places will be made using the following criteria in order of priority:

1. Children in public care (looked after children) to include previously looked after children. An application for admission to the school must be made by the person with parental responsibility and / or the child’s social worker.

2. Children who have a brother or sister attending Wembley High Technology College or Wembley High Technology College in the year in which the application is made and will continue to be on roll at the date of admission. This does not include students in the Sixth Form. Twins, Triplets and other children of multiple births in the event that the school has one place to offer and the next child on the waiting list is one of

East Lane Primary School

(previously known as Wembley High Technology College-Primary)

www.whtc.co.uk

DfE number: 3042040

**Head teacher:**  Ms Gill Bal

**East Lane, Wembley, London, HA0 3NT**

Tel: 020 8289 4600

Email: admin@whtc.co.uk

**Admissions enquiries to:** Ms Davinder Gurun

Tel: 020 8385 4800

---

**Academy**

- **Age range:** 4-11 years
- **Number of pupils at the school in January 2017:** 177
- **Number of Reception places for 2018:** 90
- **Number of on-time applications received for September 2017 admissions:** 245
- **Physical accessibility:**
  - **High**
  - **Lift**

**Breakfast club (BC) or After school club (ASC):**

- **How places were offered for 2017:** Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

**Do parents need to complete a Supplementary Information Form?**

- **Yes**

---

**Tie breaker**

If two or more students have equal priority under criteria 1-3, the criterion of proximity to the school will apply with those living nearest to the school (in a straight line from the front door of the child’s permanent address including flats) to the school reception, [using the Local Authority’s computerised measuring system], with those living nearest to the school being accorded the highest priority.

**Admission to reception under Local Authority arrangements**

The school’s admission number for Reception places in September 2018 is 90. Applications are made on
application forms available from the Local Authority of the borough in which your child lives. Completed forms should be returned to that Local Authority for processing in accordance with the co-ordinated admissions scheme.

Admission to year 7 under Local Authority transfer arrangements

The school’s admission number for Year 6 transfer into Year 7 in September 2018 is 210. Children from East Lane Primary School in Year 6 will transfer to Wembley High Technology College in Year 7. Applications are made on application forms available from the Local Authority of the borough in which your child lives. Completed forms should be returned to that Local Authority for processing in accordance with the co-ordinated admissions scheme.

In year admissions

In Year applications are managed by East Lane Primary School.

Children with a Statement of Special Educational Needs

If your child has a statement of Special Educational Needs the Local Authority will process your application for a school place as it is their responsibility to arrange SEN provision and consider the suitability of individual schools.

Right of appeal

If the school is unable to offer a place there is a statutory right of appeal to an independent Appeal Panel.

Appeals under the Co-ordinated Admission Scheme

Admissions appeals for on-time applications (i.e. those relating to decisions sent on national offer date) will be heard within 10 days of the appeal being lodged. Appeals must be lodged within 20 school days from the date of notification that the application was unsuccessful. Please contact the school for an East Lane Primary School’s appeal form (which should be returned to the school’s Admission Secretary).

Late applications under the co-ordinated admission scheme

The school will comply with the Local Authority regarding Late Applications as detailed in the Local Authority’s School Guide.

Waiting lists

Lists will be maintained by the school from September 2018. 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 hard to place” and excluded students from other schools

The school will work closely with the Local Authority, in accordance with local protocols, regarding students who fall into these categories. Children who are the subject of a direction by a Local Authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol, must take precedence over those on a waiting list.

The Board of Trustees reviews this policy on an annual basis.

Furness Primary School

www.furnessprimaryschool.com

DfE number: 3042067

Furness-PAN

• 60 from Reception to Year 6, except for Year 4 where the roll will be 90

• 70 (part time) Nursery places

Aims and ethos

Our aim at Excellence in Education is to ensure that all children are numerate and literate and educated to a high level, which would enable them to succeed in a technological world. We believe that through the systems of assessment and support, we will ensure that every child reaches their full potential regardless of racial origin, creed, gender, physical ability or cultural background. We aim to ensure that we communicate effectively with all our children and that we value them. We believe that only by doing so, will we help our children become adults who respect and value other human beings around them. We also aim to continually seek ways and means of developing close and positive working relationships with our parents and the communities around us.

Criteria for admissions

The number of intended admissions for the year commencing 1st September, 2018, will be 90 in each Year group at Oakington Manor and 60 at Furness Primary, except Year 4.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in public care (sometimes referred to as looked after children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

2. Where the child has a sibling* currently attending the school and will continue to do so on the date of admission.

3. Children whose parents are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

4. Proximity of the child’s home to the school, with those living nearer being accorded the higher priority. (See tie breaker for details on distance measured)
Our admissions policy endeavours to fulfil the above with fairness and equity for all children and families. Pupils will be admitted without reference to ability or aptitude.

EIE believes that siblings are entitled to be educated in the same environment in order that a productive partnership is built up with parents. We believe that continuity of education is important for children in the early years in order that they feel safe, secure and make steady progress. We believe we have a valuable and integral role to play in serving the local community and we believe that maintaining a stable staff, both teaching and non-teaching is vital in order that children achieve highly.

Application procedure

Applications for a place must be made directly to individual schools. If you wish to make an application for Oakington Manor you will need to contact the school on 020 8902 2871, via admin@oakmanor.brent.sch.uk or visit the school office.

For admissions at Furness you will need to contact the school on 020 8965 5977, via admin@furness.brent.sch.uk or visit the school.

All applications will be considered in line with our published admissions arrangements and the following procedures will be followed:

- Applicants will be informed of the outcome within 20 days of receipt of the application
- Successful applicants will be admitted within two weeks of the date of the offer
- Unsuccessful applicants will be placed on the waiting list

On receipt of an in-year application school will notify the local authority, in which the child resides, of both the application and its outcome within 20 days of receiving the application.

Admission of children nursery below compulsory school age

The number of intended admissions for the year commencing 1st September 2018 will be: Oakington Manor: 38-part time in the morning and 38-part time in the afternoon in Nursery and 90 places in Reception.

Furness Primary -35-part time in morning and 35-part time in the afternoon in Nursery and 60 places in Reception.

1. Children in public care (sometimes referred to as Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

2. Where the child has a sibling* currently attending the school and will continue to do so on the date of admission.

3. Children whose parents are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

4. Reception applicants eligible for the early years pupil premium, the pupil premium or the service premium

5. Proximity of the child’s home to the school, with those living nearer being accorded the higher priority. (Please see tie breaker for details of how distance will be measured)

There is no automatic transfer from nursery to reception. Parents must complete the common admission form (CAF) as attendance or admission to the Nursery does not lead to automatic transfer into Reception or a guaranteed place in the school.

Pupils will be admitted without reference to ability or aptitude.

Parents can request that their child attends part-time until the child reaches compulsory school age. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. The parent would not however be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted.

Co-Ordinated admissions procedure for reception applications

The Academy Trust participates in the co-ordinated admissions arrangements for Reception which will be administered by the Borough of Brent. All applicants will be considered as per the admission criteria published by EIE Trust. Parents applying for a place in Reception must complete a Common Application Form (CAF). If you live in Brent this will be available from Brent Council, if you live outside of Brent you will need to contact your council offices for a form. Parents must complete a Common Application Form (CAF) and return to their local council by the closing date which is Sunday 15 January 2018.

The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admission software, uses Ordnance Survey maps and the LPPG (Local Land Property Gazetteer) and is accurate to 1 metre.

EIE does not give priority for reception places to the children who attend the nursery. To do so would give unfair advantage to children who are able to take advantage of a nursery place at the EIE schools in comparison to those attending other schools and settings.

Special educational needs

Applications for children with statement of special needs or an Education, Health and Care Plan (EHCP) are made through the Special Educational Needs team at the school.

The placement of children with such a statement is made after a process of consultation between parents, school and the local authority. Children with a statement of Special Educational Needs receive a priority over others for the admission to the school if Oakington Manor is named on their statement.

Appeals procedure

In keeping with the Admission Code of Practice parents* have the right of appeal against a decision not to admit a child. Parents wishing to exercise their right of appeal against a refusal of admission should put the appeal in writing within 20 school days and mark it for the attention of the Chair of Trustees. All appeals will be considered by an Independent Appeal Panel as follows:

Timetable admissions

Within 40 school days of the appeal being lodged or before the end of the summer term, whichever is sooner.

Appeals for late applications

The school will try to include the late applications with those being heard for the same admission round. However, if this is not feasible, appeals for late applications will be heard within 30 school days of the appeal being lodged.

In-year admissions

(i.e those made outside the timetabled admissions process) Within 30 days school days of the appeal being lodged.

Parents are entitled to attend the appeal panel meeting to give grounds for their appeal personally and/or to be represented. Appealing for a place does not guarantee entry to the school.

Complaints about the way the appeal was carried out should be made to Education and Skills Funding Agency (ESFA).

Waiting lists

Unsuccessful applicants, including for Nursery places, will be placed on waiting lists which will be maintained throughout the school year. The waiting list will be maintained in order of how the application meets the admission criteria and not by the length of time on list. This means that the child’s position on the list may go up or down depending on the child’s circumstances and those of other applicants on the list.

Applications for Year groups (Year 1 to 6) should be made directly to the school office.

Tie breaker

When there is more than one applicant that meets the criterion stated above, priority will be given to the applicant who lives closer to the school. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating the distance travelled. This will be measured by walking distance using Google Maps www.maps.google.co.uk

Split residence

Where a child lives with parents with shared responsibility, each for part of the 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.

Twins, triplets and other children of multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Trustees will randomly select the child to offer the place to. Parents will be informed that they may prefer the other or another, child to have the place instead of the child randomly selected.

Glossary

* Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

* Distance

Distance will be measured by the shortest walking route from the front door of the child’s home address (including flats) to the main entrance to the school, with those living closer to the school receiving the higher priority.

* Parents / Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.
Admissions arrangements

Gladstone Park Primary School, a three-form entry primary school, has been an Academy since June 2014. There is no automatic transfer from nursery to reception. Parents wanting to apply for a place at reception must complete a Common Application Form (CAF) application which is available online at www.eadmissions.org.uk.

If you have difficulties applying online, you can submit a paper application. Paper application forms are available from Brent Customer Services. You can contact them on 020 8937 3110 or email school.admissions@brent.gov.uk.

Admissions to community school nurseries

Applications for places in nurseries must be made directly to the schools by 15 January 2018. Offers will be made on 16 April 2018. If the nursery is oversubscribed, the same criteria set out above, will apply.

Please remember that there is also no automatic transfer from nursery to reception class at Brent community schools.

Parents wanting to apply for a place at reception must complete a Common Application Form (CAF) application which is available online at www.eadmissions.org.uk.

If you have difficulties applying online, you can submit a paper application. Paper application forms are available from Brent Customer Services and you can contact them on 020 8937 3110 or email school.admissions@brent.gov.uk.

Brent Council must receive all application forms by 15 January 2018. Applications received after this closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. In very exceptional cases applications received after the closing date may be considered.

Please contact Brent School Admissions on 020 8937 3110 for further information.

Any changes that are received to an application which come in effect after the closing date (e.g. order of school preference or change of address) will also be treated in the same way as a late application.

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 main gate. Where a school has more than one gate as defined in the admission arrangements distances
will be measured to the main school gate from the child’s home. Where schools have an agreed travel plan, this will also include any routes that schools have determined as being ‘safe routes to walk’. The travel plan used for this purpose will be the plan that is used by 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, triplets and other children of multiple births

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

Split residence

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Waiting lists

The school that you apply to may be oversubscribed. This means that they have received more applications than they have places and your application may not be successful because other children who have applied meet the admissions criteria better than you. If you have been allocated a school place that was not your first preference, your child’s name will automatically be placed on the waiting list for schools that you have ranked higher than the offer we have made.

Community school waiting lists are maintained by the council and voluntary aided and foundations school waiting lists are kept by the schools.

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 school’s admissions 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.

Appeals

Parents/Carers should appeal within 20 school days of the date that they received their letter saying their application was unsuccessful. Appeals will be heard by an independent panel within 30 school days of appeal being lodged.

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

In year admissions

If you are new to the borough and want to apply for a place for your child in Years 1 to 6 or Reception once that year has already started you should contact the School Admissions team on 020 8937 3110 or visit www.brent.gov.uk/admissions for information on the application process.

Islamia Primary School

www.islamiaprimary.org.uk

Head teacher: Mr Babar Miraz

129 Salusbury Road, Kilburn, London, NW6 6PE
Tel: 020 7372 2532 Fax: 020 7372 2425
Email: admin@islamia.brent.sch.uk

Voluntary Aided

Age range: 4-11 years
Number of pupils at the school in January 2017: 420
Number of Reception places for 2018: 60
Number of on-time applications received for September 2017 admissions: 226

Physical accessibility: Low/Medium
Breakfast club (BC) or After school club (ASC):
How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: Yes

Admissions arrangements

Islamia Primary School is a voluntary aided school for boys and girls between the ages of 4 and 11. The Governing Body of the school has responsibility for admissions to the school. The Published Admission Number of the school is 60 and the Governing Body will admit 60 pupils to the Reception Year group in the school year, which begins in September 2018.

In the case of the number of applications exceeding the number of places, places will be allocated solely on the over-subscription criteria set out below. The Published Admission Number includes children with a Statement of Special Educational Needs, or EHCP that names the school.

Statement of ethos

Islamia Primary School believes that pupils should derive spiritual as well as academic benefit from being at school. As an Islamic School, we aim to provide education for all pupils in an Islamic environment, where the Islamic faith and practice permeates every aspect of school life.

More particularly, the school’s mission statement is “to strive to provide the best education in a secure Islamic environment through the application of the Qur’an and the Sunnah”.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Over-subscription criteria

1. If the school receives fewer applications than the Published Admission Number, then all those applying will be offered places.

2. If the school receives more applications than the Published Admission Number, after children with a Statement of Special Educational Needs or an Education, Health and Care Plan in which the school is named have been admitted, admissions will be dealt with by applying the following criteria in the order set out below:

   a. Looked after Muslim children and previously looked after Muslim children who meet the religious practice test.

   b. Muslim children who meet the religious practice test who live within the catchment area and have a sibling at the school or a sibling who is due to be attending the school at the proposed date of admission of the applicant.

   c. Muslim children who meet the religious practice test who live within the catchment area and do not have a sibling at the school or a sibling who is due to be attending the school at the proposed date of admission of the applicant.

   d. Other Muslim children who meet the religious practice test who live outside the catchment area and have a sibling at the school or a sibling who is due to be attending the school at the proposed date of admission of the applicant.

   e. Other Muslim children who meet the religious practice test who live outside the catchment area and do not have a sibling at the school or a sibling who is due to be attending the school at the proposed date of admission of the applicant.

DfE number: 3045949
1. A “looked after child” is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by the Local Authority in the exercise of their social services functions (see the definition in section 22(1) of the Children’s Act 1989). A “previously looked after child” is a child who was looked after but, immediately after being looked after, became subject to an adoption, residence / child arrangement order or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002, a ‘residence order / child arrangement order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 and a ‘special guardianship order’ is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be the child’s special guardian (or special guardians).

2. An applicant who “meets the religious practice test” means an applicant who has submitted a Supplementary Information Form confirming that he/she practices as set out in that form (i.e. with “yes” answered to all questions) which is signed by a parent / carer and the Imam. * Only official Imams employed or appointed by the Mosque or religious centre as an Imam are authorised to sign.

3. The school’s “catchment area” is the area within the boundaries of the London Borough of Brent and South of the North Circular (A406). A map of the catchment area is available to view on the Brent Council website and at the school itself.

4. “Sibling” includes brothers and sisters, adopted brothers and sisters, half brothers and sisters, step brothers and sisters, fostered brothers and sisters living permanently at the same address as the applicant. It does not include cousins or any other relatives.

5. The distance of a child’s home from the school will be measured on a straight line basis from an address point in the property to the main entrance of the school. The measuring system is an integral part of the area is available to view on the Brent Council website and at the school itself.

6. “Home” means the place where the child lives with his / her parents or carers. If a child lives at more than one address because the parents have shared responsibility, the child’s home will be determined using a joint declaration form from the parents stating the pattern of residence. For the purposes of this policy, the child’s home will be the address where the child spends most nights during the school week. If the child’s residence is split equally between both parents, the parents will be asked by the school to determine which is the child’s home, for the purpose of admission to the school. The child’s home does not include the homes of grand-parents or aunts / uncles unless the families live together in a stable long-term arrangement. Proof of residence is required before the offer of a place is confirmed i.e. a Council Tax bill or such proof as will be stipulated.

7. If the number of applicants within any of the above over-subscription categories exceeds the number of places available at the school, places will be offered in any over-subscription category according to the distance of a child’s home from the school measured on a straight line basis from an address point in the property to the main entrance of the school and those living closer to the school offered places before those living further away.

8. In the event of a tie, after all other over-subscription criteria have been applied; the final place will be allocated using random allocation. Where random allocation is used to determine admission in these circumstances, the use of random allocation will be supervised by a person appointed by the school but who is independent of the school and of its Foundation Trust.

9. Where a single place remains available at the school and the application being considered is for multiple birth children, the school will allocate above its published admission number to admit each child.

10. All parents / carers applying for a place at Islamia Primary School for their child must complete and submit the Common Application Form of the Local Authority in whose area the child resides and to whom council tax is paid by the date specified by the local authority. The closing date for the Common Application Form for applications to the reception class September 2018 is 15th January 2018.

11. If parents / carers wish to apply under the admission criteria for Muslim applicants for a faith place at the school, the school’s Supplementary Information Form must be completed in addition to the local authority’s Common Application Form. The Supplementary Information Form can be obtained from the school’s office or can be downloaded from the school’s website. It must be completed and signed by the child’s parent / carer and the Imam of the family’s Mosque and returned to the school no later than the 15th January 2018. Unsigned forms will not be considered by the school. If the Supplementary Information Form is received after 15th January 2018 the child’s application will not be considered under the faith-based admission criteria until all “in time” applications have been considered.

12. Although completion of the Supplementary Information Form is not mandatory, parents / carers should be aware that if one is not completed and received by the school, the Governing Body will be unable to apply the faith-based admission criteria to the applicant and the applicant will be regarded as a non-faith applicant.

13. The school will take such action as is available to it if the information provided to it or the Local Authority is found to be fraudulent or misleading. This may include withdrawing the child’s place at the school. Parents / carers should therefore provide full and accurate information and notify the school of any change of address or circumstances.

14. Unsuccessful applicants will be placed on a waiting list and if a place becomes available at the school it will be offered to the child in the first position on the waiting list who best meets the published admission criteria of the school. Where a child is offered a place from the school’s waiting list and there is a need to invoke random allocation to do so in a tie breaker situation contemplated by this note, a fresh round of random allocation will be undertaken on each such occasion.

15. Unsuccessful applicants wishing to appeal against any decision may do so by writing to the school within 20 days of receiving notice of the refusal of the child’s place at the school.

16. Please note that where an applicant is offered a place at the school, that child will normally take a full-time place at the school in the September following their fourth birthday. However, in accordance with the law, a child is not required to start school until the term following their fifth birthday. Parents can therefore defer their child’s entry to the school until later in the school year, where the child has been offered a place at the school to start before they are of compulsory school age. Where entry is deferred, the school will hold a place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the final school term in the academic year for which the original application was accepted by the school. If they wish to, parents can also request for their child to attend the school part-time until later in the school year but not beyond the point where their child reaches compulsory school age.
All parents wishing to enrol their children at John Keble School are warmly invited to visit the school. Open day dates are posted on the school website.

The admissions criteria reflect both the founding principles of the school and its mission statement. We have a strong Christian identity and daily worship in the Anglo Catholic tradition of the Church of England. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here. However, parents (or carers) applying to this Church of England School should note that the school aims to provide an education based on Christian principles and it is expected that parents would not wish to exercise the right of withdrawal from worship and Religious Education lessons.

The Governing Body of the school has sole responsibility for the arrangement and applying the criteria to this school. The maximum admission number for each class is 30.

All applicants should be supportive of the aims, attitudes and values, expectations and commitment of this voluntary aided Church of England school.

Your attention is drawn to changes in Nursery provision (part time places only).

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

**Application procedures**

Common Application Forms (CAF) for Reception places are available from your local council in the year before the child is to start school and the closing date for applications is 15 January 2018.

Parents who wish to secure a place for their child in Reception must contact their local council to complete a Common Application Form (CAF) naming the school. This can be completed online.

If you are a Brent resident you need to contact Brent Council’s School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions.

You will also need to complete the schools Supplementary Information Form (SIF).

If you are applying under criteria 2, 3 or 4, you will also need to complete a Religious Reference Form (RRF) so that the Governors can consider your application fully.

For the purpose of the Religious Reference Form (RRF) the Minister should understand ‘committed’ to mean those parents and carers who attend the church or chapel once a fortnight or more, for more than one year. Where a family have moved into the area their previous attendance at a place of worship will be counted. The form must be signed by the Minister and parent and returned to the school (by the Minister). Parents may have to provide a stamped addressed envelope to their Minister for this purpose. SIF and RRF can be collected from the council or the school.

CAF forms must be returned before the closing date, to your local council who will co-ordinate applications for primary schools.

SIF and RRF forms should be returned directly to the school.

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 and inform the school of their decision only after a place has been offered.

All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by your council on behalf of the Governing Body. Unsuccessful applicants will be placed on the waiting list.

**Nursery applications**

The school will offer 30-part time places only.

Parents who wish to apply for a Nursery place must apply directly to the school on the Nursery Application Form by the closing date 15 January 2019.

The Governing Body of the school has sole responsibility for the admission arrangements and applying the criteria to this school. The maximum admission number for the session is 30. There is no automatic transfer from nursery to Reception. Parents must complete a separate application if they wish their child to attend Reception.

Please note that there is no right of appeal for nursery places.

**Casual admissions**

Applications for in-year admissions are made directly to the school on the Casual Admissions Form. If there is no waiting list, then the Local Authority will communicate the governors’ offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

**Over-subscription criteria**

Throughout the school where there are more applications than places, priority for admission to John Keble School is given in the following categories relating to church attendance and social priority. Places will be allocated to those pupils in the highest categories first.

1. Looked After Children and children who have been looked after previously.
2. Children whose parents are committed members of All Souls Harlesden, St Matthew’s Willesden or St Michael’s Stonebridge.
3. Children whose parents are committed members in another Anglican Church.
4. Children whose parents are committed members in churches and chapels of other Christian denominations, which are members of or affiliated to Churches Together in Britain and Ireland and the Evangelical Alliance Children.
5. Children with siblings in the school and children of staff who will be currently employed by the school at the beginning of the school year. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling but not cousins.) An application made under this category will only be considered if the sibling will continue to attend on the date of admission.
6. Children with medical, special educational or pastoral needs that can be substantiated by the local church, health authority or social worker. The supporting evidence should set out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
7. Children of other faiths or none, who live within the Anglican parish boundaries of All Souls’, St Matthew’s or St Michael’s churches and whose parents have chosen this school for the type of education that it provides.
8. All other applicants.

**Tie breaker**

When deciding between applicants who, ostensibly, have equal entitlement under the above criteria, the Governors will have regard to:

- Distance: will be measured by the shortest walking route from the front door of the child’s home address (including flats), [using the Local Authority’s computerised measuring system] with those living closer to the school receiving the higher priority.

---

Admissions policy for nursery to year 6

All applicants need to complete a Religious Reference Form (RRF) so that the Governors can consider your application fully.
Twins, Triplets and other children of multiple births

As a rule the school will not admit more than 30 children to a class. However, in the event that the school has one place to offer and the next child is one of twins, triplets or other children of multiple births, the Governing Body will in the first instance consider admitting all the children if the school's resources at the time can accommodate it.

Should that not be possible, the Governing Body will randomly select the child to offer the place to. Parents /Carers will have the right to choose the other, or another child, have the place instead of the child initially randomly selected.

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 court order where applicable or 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 5 day week during term time only.

Waiting lists

Waiting 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 over subscription criteria.

This means that a child's position on the list can go up or down depending on the child's circumstances and those of other applicants.

The waiting list will be closed at the end of each academic year and will not roll over.

Parents wishing to stay on the waiting list should submit a request in writing at the end of the academic year.

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 the first round of initial offers have 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.

Appeals

Appeals against a decision not to offer a place at John Keble Anglican Church Primary School should be addressed to the Chair of the Governors, Admission Committee c/o The School.

Parents /Carers should appeal within 20 school days from the date of their notification letter that their application was unsuccessful. Appeals will be heard by an Independent Appeals Panel within 40 school days of the appeal being lodged.

There is no right of appeal for nursery places.

Kilburn Grange School

www.kilburngrangeschool.org.uk

Head teacher: Ms Helen Richardson
Priory Park Road, Kilburn, London, NW6 7UJ
Tel: 020 7504 0547
Email: info@kilburngrangeschool.org.uk

Admissions enquiries to: Ms Alison Thomas

Free School
Age range: 4-11 years

Number of pupils at the school in January 2017: 72
Number of Reception places for 2018: 60
Number of on-time applications received for September 2017 admissions: 126

Physical accessibility: High
Lift
Breakfast club (BC) or
After school club (ASC): BC and ASC

How places were offered for 2017:
Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: No

PAN and Over-subscription Criteria

The published admission number is 60 places in each year of entry into Reception from September 2018. The school will admit up to this number each year to the Reception year and when full the school will have 420 pupils on roll.

In accordance with the law, children with statements of Special Educational Need (or with an Education, Health and Care Plan) will be admitted to the school where the Local Authority has specifically named Kilburn Grange School as the most appropriate placement.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are place available to the school, and after the admission of children with a statement of Special Educational Needs or Education, Health and Care Plan that names the academy places will be offered using the following over-subscription criteria in keeping with the School Admissions Code 2014:

1. Looked After Children and Previously Looked After Children. This category includes children in the care of the Local Authority as defined in the Children Act 1989 or children who have previously been looked after and immediately after being looked after became subject to adoption, residence, child arrangements order or a special guardianship order. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence.

2. Children with a sibling at the school at the time of admission.

3. Children of staff at the school

4. Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil’s home, to the main entrance point of the school using a GIS computerised mapping system.

Notes

1. A child looked after is a child in the care of a Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement orders is defined by section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement orders is defined by section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989.

2. Priority to children of staff will be given in either or both of the following circumstances:
   i. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made, and/or
   ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Proximity of the child’s home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-4 if the need arises. Proximity to the school will be measured by the shortest route by road or...
4. In blocks of flats, internal walkways will be treated as public rights when calculating distance travelled (measurements will be taken from the door of each individual dwelling.) In other instances where applicants have identical distance measurements, priority amongst them will be determined at random.

5. For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.

6. Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents’ partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.

7. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the Child Benefit. This address must be used for all preferences.

8. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.

9. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for reception 2018/19 or the number of places in other year groups.

Tie breaker
In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

Method of applications for reception
The school will be participating in coordinated admission arrangements administered by the London Borough of Brent. Parents/carers must apply on the Common Application Form (CAF). This can be completed online or on a paper form available from the local council’s School Admissions Team. The closing date for reception class applications will be 15th January 2018. Notification letters will be sent out on 16th April 2018. Applications received after the set closing date will be accepted, but will not normally be considered for a place at the school until after the initial offer date.

Waiting list
Unsuccessful applicants (including any applications received after the closing date) will be included on the school’s waiting list ranked in order of priority under the published over-subscription criteria, without regard to the date that the application was received. Please note a child’s position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child’s name has been on the waiting list. Waiting lists will be held by the school for one school year after the year of entry, unless parents specifically request to have their child’s name remain on the list.

Appeals
Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from Kilburn Grange School at Priory Park Road, London NW6 7UJ or from the school website at www.kilburngrangeschool.org.uk. The form should be sent to reach the Clerk to the Appeal Panel for Kilburn Grange School (c/o Kilburn Grange School Priory Park Lane, London NW6 7UJ), within 20 school days of the date of the letter confirming the Governors’ decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

In year admissions
For in year admissions, parents/carers must apply to the Local Authority on the In Year Common Application Form. Applications will be considered in accordance with above over-subscription criteria. In the event that it is not possible to offer a place the waiting list and a place is still required the appeals procedures described above will apply.

Fair access protocol
All schools are under a legal duty to participate in their local authority’s Fair Access Protocol to ensure that unplaced children (in particular those most vulnerable) are offered a place at a suitable school as quickly as possible. Kilburn Grange School recognises that pupils identified as coming within the protocol will have priority on waiting lists over pupils in schools seeking a transfer.

Date of admission/deferred entry
Children will normally be admitted to the reception year in the September following their fourth birthday.

Admission of children outside their normal age group
Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child’s chronological year of entry will be considered in accordance with paragraphs 2.17-2.178 of the Admissions Code. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child’s academic, social and emotional development by starting Reception in the following year as opposed to Year 1.

The school’s Governing Body will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Headteacher’s views will also be taken into account. Each case must be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admissions outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school’s over-subscription criteria in the event of over-subscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

1 A public right of way is determined by The Countryside Act 1968
APPLICATIONS FOR A RECEPTION AND JUNIOR SCHOOL FOR SEPTEMBER 2018

Applications can be made online through the local council. Other admissions to the school for other year groups must be made on a Common Application Form available from your council. Applications can be made online through the local council. Waiting lists

The council holds a waiting list for each year group when applications for admission exceed the number of places available. Waiting lists are not kept from one year to the next. Places, when they become available, will be offered following the admission criteria. When a child has been offered a place and a start date they will be introduced to their class teacher before they start at the school.

Appeals

If you are not offered a place and wish to appeal, you need to appeal in writing to the Chair of Governors within 20 school days of receipt of the letter. An Independent panel of three members will meet to hear the appeal within 30 school days of the receipt of the appeal.

Admissions Criteria

Our policy is to fairly and openly consider every application to Malorees Junior School regardless of ethnicity, gender, ability or religious belief.

The number of admissions in any year group is up to a maximum of 60 pupils. The school will admit up to 90 pupils in year 3 for 2018/19 (PAN of 60 + bulge class). Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in Public Care (Looked After children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs, social needs or special educational needs.
3. Children attending Year 2 of Malorees Infant School.
4. Children who currently have a sibling at Malorees Infant or Junior School and live within the catchment area.
5. Children living within the catchment area.
6. Any other applicant. Children who do not meet any higher criteria will be considered under this criterion.

Please note there is no automatic transfer from Malorees Infant School to Malorees Junior School. Parents must complete a separate application form.

Explanatory notes

Sibling

A sibling is defined as a brother or sister, step or half brother or sister, adopted brother or sister residing at the same address.

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”.

Split residence

If a child’s residence is split equally between both parents, then parents will be asked to determine 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 major part of the school week.

ADMISSIONS PROCEDURE

Application Procedure for Junior Transfer

Parents who are interested in applying for a Year 3 place for their child should collect a Common Transfer Form from their local Council and ensure that this form is given in by the cut off date. Applications can be made online through the local council.
Admissions Criteria

For entry into Reception and Years 1-6 for the Academic Year 2018/2019

Preamble

The School will admit, as a priority, children whose parents wish their children to be considered for admission to the School. Parents who wish their children to be considered for admission to the School must name the School as their first choice on the Common Application Form (CAF). Parents who wish their children to be considered for admission to the School must provide a Statement of Special Educational Needs and Disabilities, or an Education, Health and Care Plan which names the School, before other applicants.

The School will participate in the local authority's fair access protocol and places may be offered in accordance with that protocol, even if this exceeds the PAN.

Over-subscription criteria

In the event of the number of applications for admission exceeding the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit (capitalised terms are as explained below):

1. Looked After and previously Looked After Priority children.
2. Priority children with siblings at the School. Sibling connection will only be considered if the sibling will be attending the School at the time of application.
3. Priority children of members of staff who have been employed at the School for a minimum of two years at the time of application or who have been recruited to fill a post for which there is a demonstrable skills shortage.
4. Priority children of Regular Worshippers at Orthodox Synagogues within a three-mile radius of the School's main gate who have scored a minimum of 34 points on the SIF.
5. Priority children of Regular Worshippers at Orthodox Synagogues.
6. Priority children with a sibling who has previously attended the School for a minimum period of five years, providing the child is residing within a three-mile radius of the School.
7. Other Priority children.
8. Other Looked After and Previously Looked After Priority children.
9. All other children.

Priority applicants within each of the above numbered bands will be ranked according to the points achieved on the SIF.

In the event of applicants receiving identical scores on the SIF an additional tie-breaker will be applied as follows:

1. Proximity of the child’s home to the School’s main gate, as measured in a straight line, with the child whose home address is nearer the School being accorded the higher priority.
APPLYING FOR A RECEPTION AND JUNIOR SCHOOL FOR SEPTEMBER 2018

2. Where the Distance tie breaker does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school. This tie breaker will apply in the case of non-priority children as well.

Explanation of terms used in the over-subscription criteria

Priority children means children of families who achieve a minimum of 28 points on our SIF. For an explanation of how points are calculated please see our SIF. Note: for certain of the over-subscription criteria more points are required and/or applicants with a higher points score are given higher priority.

Looked After Child means a child who is in the care of the Local Authority in the exercise of its social services functions.

Previously Looked After Child means a child who was a Looked After Child but no longer fulfils that definition because he/she has been adopted or is now subject to a special guardianship order or a child arrangement order.

Siblings include step or half brothers or sisters and an adopted child's relationship with a parent's natural or adopted child, provided in each case that they reside at the same address.

Regular Worshippers means those worshippers attending an Orthodox Synagogue or place of worship at least four times per month for a minimum period of the 12 months preceding the date of application.

Orthodox Synagogue means a member Synagogue of The United Synagogue, S and P Sephardi Community, or such equivalent place of Orthodox Jewish worship as determined by NWLJS's Principal, Dayan Binstock.

Waiting list

Those applicants who have not been allocated a place will be placed on a waiting list ranked in accordance with the over-subscription criteria.

The waiting list will remain in operation from the day the original places are awarded and will be used to allocate places which become available before the start of the school year. A separate waiting list will be maintained for each year group.

Parents will be notified of where their child has been placed on a waiting list but will not be given an indication of the likelihood of being offered a place as their position on the waiting list may change if families having a higher priority, who apply for places for their children, move into the neighbourhood of the School.

Casual or in-year admissions

The Admissions Committee will consider all applications received and will apply the above criteria if a vacancy arises. If you wish to apply for a place at this School for any year group, you will need to apply to complete an application form. This can be obtained directly from the school.

Appeal procedure

Parents wishing to appeal against the refusal to admit a child to the School may do so by writing to the Chairman of the Governors at the School, within 20 school days of receipt by the parents of a letter or email from the home borough informing them that a place is not available. An independent appeal panel will be convened to consider the appeal.

Further information

If you require further information about the admissions process please contact the Admissions Officer, at North London Jewish Day School, 180 Willesden Lane, London NW6 7PP.

Oakington Manor Drive, Wembley, London, HA9 6NF
Tel: 020 8902 2871
Email: admin@oakmanor.brent.sch.uk
Admissions enquiries to: Ms Karen Tomlin
Academy Age range: 3-11 years
Number of pupils at the school in January 2017: 743
Number of Reception places for 2018: 90
Number of on-time applications received for September 2017 admissions: 268
Physical accessibility: High
Breakfast club (BC) or After school club (ASC): BC and ASC
How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: No

General background

This policy is for Excellence in Education Multi Academy Trust (EIE). This policy is designed to comply with the Admission Code and Appeals code. The academy will consult the relevant bodies where amendments to the admission criteria are made and will comply with the specified time scales as per the admission code. The published admission number (PAN) for the individual schools is as follows:

Oakington Manor School– PAN
• 90 places for Reception to Year 6
• 76 (part time) Nursery places.
• 35 children in the Additionally Resourced Provision (ARP) for children with a statement of educational need for Speech and Language disorder or ASD wherein speech and communication has been identified as a primary need.

Furness-PAN
• 60 from Reception to Year 6, except for Year 4 where the roll will be 90
• 70 (part time) Nursery places

Aims and ethos

Our aim at Excellence in Education is to ensure that all children are numerate and literate and educated to a high level, which would enable them to succeed in a technological world. We believe that through the systems of assessment and support, we will ensure that every child reaches their full potential regardless of racial origin, creed, gender, physical ability or cultural background.

We aim to ensure that we communicate effectively with all our children and that we value them. We believe that only by doing so, will we help our children become adults who respect and value other human beings around them.

We also aim to continually seek ways and means of developing close and positive working relationships with our parents and the communities around us.

Criteria for admissions

The number of intended admissions for the year commencing 1st September 2018, will be 90 in each Year group at Oakington Manor and 60 at Furness Primary, except Year 4.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children in public care (sometimes referred to as Looked After Children) or a child who was previously looked after and immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

2. Where the child has a sibling* currently attending the school and will continue to do so on the date of admission.

3. Children whose parents are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

4. Proximity of the child’s home to the school, with those living nearer being accorded the higher priority.

5. Children of parents who are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

6. Children of parents who are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

7. Children of parents who are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

8. Children of parents who are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.

9. Children of parents who are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.
When a place is offered, proof of eligibly will be required.

EiE believes that siblings are entitled to be educated in the same environment in order that children achieve highly.

In keeping with the Admission Code of Practice parents* have the right of appeal against a decision not to admit a child. Parents wishing to exercise their right of appeal against a refusal of admission should put the appeal in writing within 20 school days and mark it for the attention of the Chair of Trustees. All appeals will be considered by an Independent Appeal Panel as follows:

**Timetabled admissions**

Within 40 school days of the appeal being lodged or before the end of the summer term, whichever is sooner.

**Appeals for late applications**

The school will try to include the late applications with those being heard for the same admission round. However, if this is not feasible, appeals for late applications will be heard within 30 school days of the appeal being lodged.

**In-year admissions**

(i.e. those made outside the timetabled admissions process) Within 30 days’ school days of the appeal being lodged.

Parents are entitled to attend the appeal panel meeting to give grounds for their appeal personally and / or to be represented. Appealing for a place does not guarantee entry to the school.

Complaints about the way the appeal was carried out should be made to Educational and Skills Funding Agency (ESFA).

**Waiting lists**

Unsuccessful applicants, including for Nursery places, will be placed on waiting lists which will be maintained throughout the school year. The waiting list will be maintained in order of how the application meets the admission criteria and not by the length of time on list. This means that the child's position on the list may go up or down depending on the child's circumstances and those of other applicants on the list.

Applications for Year groups (Year 1 to 6) should be made directly to the school office.

**Tie breaker**

When there is more than one applicant that meets the criterion stated above, priority will be given to the applicant who lives closer to the school. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating the distance travelled. This will be measured by walking distance using Google Maps https://maps.google.co.uk

**Split residence**

Where a child lives with parents shared

---

**Application procedure**

Applications for a place must be made directly to individual schools. If you wish to make an application for Oakington Manor you will need to contact the school on 020 8902 2871, via admin@oakmanor.brent.sch.uk or visit the school office.

For admissions at Furness you will need to contact the school on 020 8965 5977, via admin@furness.brent.sch.uk or visit the school.

All applications will be considered in line with our published admissions arrangements and the following procedures will be followed:

- Applicants will be informed of the outcome within 20 days of receipt of the application
- Successful applicants will be admitted within two weeks of the place being offered
- Unsuccessful applicants will be placed on the waiting list
- On receipt of an in-year application school will notify the local authority, in which the child resides, of the application and its outcome within 20 days of receiving the application

**Admission of children to nursery below compulsory school age**

The number of intended admissions for the year commencing 1st September 2018 will be: Oakington Manor 38-part time in the morning and 38-part time in the afternoon in Nursery and 90 places in Reception.

Furness Primary – 35-part time in the morning and 35-part time in the afternoon in Nursery and 60 places in Reception

1. Children in public care (sometimes referred to as Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order
2. Where the child has a sibling* currently attending the school and will continue to do so on the date of admission.
3. Children whose parents are members of staff at Oakington Manor School or Furness School and have been employed at the school for at least two years at the time of application or are being recruited to fill a vacancy for which there is a skill shortage.
4. Reception applicants eligible for the early years pupil premium, the pupil premium or the service premium
5. Proximity of the child’s home to the school, with those living nearer being accorded the higher priority. (Please see tie breaker for details of how distance will be measured)

There is no automatic transfer from nursery to reception. Parents must complete the common admission form (CAF) as attendance or admission to the Nursery does not lead to automatic transfer into Reception or a guaranteed place in the school.

Pupils will be admitted without reference to ability or aptitude.

Parents can request that their child attends part-time until the child reaches compulsory school age. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. The parent would not however be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted.

**Co-Ordinated admissions procedure for reception applications**

The Academy Trust participates in the co-ordinated admissions arrangements for Reception which will be administered by the Borough of Brent. All applicants will be considered as per the admission criteria published by EiE Trust. Parents applying for a place in Reception must complete a Common Application Form (CAF). If you live in Brent this will be available from Brent Council, if you live outside of Brent you will need to contact your council offices for a form. Parents must complete a common Application Form (CAF) and return to their local council by the closing date which is Sunday 15 January 2018. The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admission software, uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

EiE does not give priority for reception places to the children who attend the nursery. To do so would give unfair advantage to children who are able to take advantage of a nursery place at the EiE schools in comparison to those attending other schools and settings.

**Admission of children with special educational needs**

Applications for children with statement of special needs or an Education, Health and Care Plan (EHCP) are made through the Special Educational Needs team at the council. The placement of children with such a statement is made after a process of consultation between parents, school and the local authority. Children with a statement of Special Educational Needs receive a priority over others for the admission to the school if Oakington Manor is named on their statement or EHCP.

**Admission of children outside their normal age group**

Where an admission application is received by the schools for a place outside of the child’s normal age range, the decision will be based on the circumstances of each case and in the best interest of the child concerned. Parents will need to put their request in writing giving a reason and providing documentation to support this request.

The schools will consider parents’ views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of the professionals; and whether they have previously been educated out of their normal age group.

The parents will be informed in writing of the decision. All such requests, if successful, will be considered with other applicants under the published admissions criteria.

**Appeals procedure**

In keeping with the Admission Code of Practice parents* have the right of appeal against a decision not to admit
responsibility, each for part of the 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.

**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 Trustees will randomly select the child to offer the place to. Parents will then be informed that they may prefer the other, or another, child to have the place instead of the child randomly selected.

**Glossary**

* Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

* Distance

Distance will be measured by the shortest walking route from the front door of the child’s home address (including flats) to the main entrance to the school, with those living closer to the school receiving the higher priority.

* Parents / Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

---

**Our Lady of Grace Catholic Infant School**

**www.ologinfants.brent.sch.uk**

**DfE number:** 3043510

---

<table>
<thead>
<tr>
<th>Head teacher:</th>
<th>Mrs Philomena Bourne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dollis Hill Avenue, Dollis Hill, London, NW2 6EU</td>
<td>Tel: 020 8450 6757 Fax: 020 8452 1501</td>
</tr>
<tr>
<td>Email: <a href="mailto:admin@ologinfants.brent.sch.uk">admin@ologinfants.brent.sch.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

| Admissions enquiries to: | Mrs Irene Cunniffe |

**Voluntary Aided**

Age range: 3-7 years

| Number of pupils at the school in January 2017: | 227 |
| Number of Reception places for 2018: | 60 |
| Number of on-time applications received for September 2017 admissions: | 173 |

**Physical accessibility:** Low

| Breakers club (BC) or After school club (ASC): | BC and ASC |

**Governors policy for admission to the infant school**

The Governors consider that the greatest pastoral benefit from going to a Catholic school is obtained by children who come from homes where the Catholic Faith is practised. Children who attend Mass regularly with their parents, and who participate in the activities of the parish, will derive the fullest benefit from the complementary influences of home, school and parish.

At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity, therefore it is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Applications are invited for September 2018 from families whose child attains 4 years of age between 01/09/2017 and 31/08/2018. The Published Admissions Number (PAN) for Reception is 60 and the Governors intend to admit 60 children into our Reception class in the year 2018-19. Children will normally be admitted throughout September according to the school’s current induction procedures, unless an alternative arrangement is agreed with the Headteacher. Preference will be given to baptised Catholic children and a baptismal certificate will be required. Those applying under criteria 2-6 will be required to have their practice verified on a Certificate of Catholic Practice Form (CCP) to be submitted by the closing date. This form is available from the Diocesan website (follow schools, parents) or from the parish website in which the family normally worships. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you. Verification of address will also be required.*

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Parents are advised that there is no automatic transfer from the Nursery to the Reception class. All parents with a child in Nursery, who wish to, will have to apply for a place in Reception at the appropriate time.

Similarly, there is no automatic transfer from the Infant School to Our Lady of Grace Catholic Junior School. A new application must be made.

Applications for Reception and the Junior school will be processed through the Local Authority co-ordinated scheme, the timetable for which is outlined below.

**Over-subscription criteria**

Where there are more applications than places available the Governors will always give priority to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster and will make offers of places in accordance with the following criteria in order of priority. Applications in respect of:

1. Catholic looked after children and previously looked after children who have now been adopted* or who are now subject to a child arrangements order* or special guardianship* order.
2. Baptised Catholic children with a Certificate of Catholic Practice of Catholic staff, where the member of staff has been an employee of the school for at
least two years at the time of application.

3. Baptised Catholic children with a Certificate of Catholic Practice who have siblings* at the Infant or Junior School at the time of application.

4. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Mary and St Andrew, Dollis Hill (see attached map).

5. Baptised Catholic children with a Certificate of Catholic Practice attending Our Lady of Grace Nursery who are not included in criteria 1-4


7. Other baptised Catholic children.

8. Other looked after children and previously looked after children who have now been adopted or who are now subject to a child arrangements or special guardianship order.

9. Children of Catechumens* and members of the Eastern Orthodox Churches*.

10. Children from other Christian Churches.*

11. Any other children.

* Please refer to notes overleaf

Multiple Applications

Parents are advised that where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Exceptional Need

The Governing Body will give top priority, after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Tie breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, places up to the admission number will be offered to those living nearest to the school as measured (by the shortest walking route) from the front door of the child’s home address (including flats) to the main entrance of the school.

Applications in Previous Years

For the past three years the Governing Body has been unable to offer places to any applicants beyond over-subscription criterion 9. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Pupils with an Education, Health and Care Plan (EHCP)

The admission of pupils with an EHCP Plan is dealt with by a completely separate procedure (this used to be called a Statement of Special Educational Needs). This procedure is integral to the making and maintaining of Statements or EHCP Plans by the pupil’s home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP Plan you must contact your Local Authority SEN Officer. Children with this school named in their EHCP Plan will be admitted.

Application Procedure 2018-19

In order to make an application, you must complete a Common Application Form (CAF) from your Local Authority either online or on paper and return it to them. You should also complete the School’s Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of over-subscription. Please return the SIF (in person or by post) to the School Office, Dollis Hill Avenue, London NW2 6EU together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2018, the Governing Body will be unable to consider your application fully against the over-subscription criteria. There will be no reinstatement of applications received in such cases.

Change of Details

If any of the details on either of your forms changes after the closing date the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the autumn term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.

Children Educated Outside their Normal Age Group (except Summer Born Applications for Reception)

Any application for a child to be educated out of his/her age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances.

Summer Born Children

Parents may apply for children, born between 1st April – 31st August to start Reception in the September following their 5th birthday. The Chair of Governors should be informed in writing by 15th January 2018 and an application made in the usual way. This application will be ranked with all other applications and there is no guarantee that an offer will be made.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even if the child has already started at the School.

Notes

(These notes form part of the over subscription criteria)

‘Catholic’ means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a child or parent who is a member of
of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens for a child aged 7 or over for a child under 7 years of age, it will be the certificate of the parent. Catechumens will be given priority over members of Eastern Orthodox Churches.

Certificate of Catholic Practice means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales. “Family” includes the Catholic or Catholics who have legal responsibility for the child.

Eastern Orthodox Churches can include certain other Churches that share the sacramental life of the Catholic Church. A certificate of Baptism or reception from the authorities of that Church will be expected.

Christian means a member of a Church which belongs to Churches Together in Britain and Ireland as evidenced by a minister of the church or a baptismal certificate.

Parent means the person or persons who have legal responsibility for the child.

Home Address means where the child lives for 50% or more of the school week.

Siblings include half and step brothers and sisters and those who have been adopted who are living at the same address. Priority will be given to children whose siblings attend the Infant School over those with siblings at Our Lady of Grace Junior School at the time of application.

Looked After Child means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents) within the meaning of Section 22 of the Children Act 1989.

Adopted An adopted child is any child who has been formally adopted, having previously been in care, and whose parent/guardian can give proof of adoption.

Child Arrangements Order A Child Arrangements order is an order under the terms of the Children Act 1989.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

Special Guardianship Order A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.

Our Lady of Grace Junior School

www.ourladyofgracejuniors.co.uk

Head teacher: Mr Steve McGrath

Dollis Hill Lane, Dollis Hill, London, NW2 6HS
Tel: 020 8450 6002
Email: admin@ologjuniors.brent.sch.uk

Admissions enquiries to: Mrs Eileen O’Carroll

Voluntary Aided Age range: 7-11 years

Number of pupils at the school in January 2017: 237
Number of Junior places for 2018: 60
Number of on-time applications received for September 2017 admissions: 124

Physical accessibility: Low/Medium

Two storey Lift access

Breakfast club (BC) or After school club (ASC): BC and ASC

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: Yes

Governors policy for admission to the junior school

The Governors consider that the greatest pastoral benefit from going to a Catholic school is obtained by children who come from homes where the Catholic Faith is practised. Children who attend Mass regularly with their parents, and who participate in the activities of the parish, will derive the fullest benefit from the complementary influences of home, school and parish.

Catholic doctrine and practice permeate every aspect of the school’s activity; therefore it is essential that the Catholic character of the school’s education be fully supported by all families in the school. All families are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions number (PAN) for the school is 60* and the Governors intend to admit 60 children into Year 3 in the year 2018/2019. Preference will be given to baptised Catholic children and proof of baptism will be required. A Certificate of Catholic Practice, signed by the priest at the church where the family usually worships, will be required for those applying under criteria 3, 4 and 5. The Supplementary Information form (SIF) is obtainable from the school and is also obtainable from the Local Authority offices and from the Local Authority website. You can collect the SIF from the school or contact the school and ask for it to be sent to you. A Certificate of Catholic Practice needs to be obtained from your parish. Parents should note that there is no automatic right of transfer from Our Lady of Grace Infant School into Our Lady of Grace Junior School and that parents with children in the Infant School, who wish to, will be required to apply for a place in the Junior School at the appropriate time.

Over-subscription criteria

Where there are more applications than places available the Governors will make offers of places in accordance with the following criteria in order of priority.

1. Applications for Catholic looked after* children and children who have been adopted or made subject to child arrangements order or special guardianship orders.


3. Baptised Catholic children of Catholic staff with a Certificate of Catholic Practice*, where the member of staff has been a permanent employee of the school for at least two years at the time of application.

4. Applications for baptised Catholic children, with a Certificate of Catholic Practice, who are resident in the Parish of St. Mary and St. Andrew (see attached map).

5. Applications for baptised Catholic children, with a Certificate of Catholic Practice, who are not resident in the Parish of St. Mary and St. Andrew.

6. Applications for other baptised Catholic children.

7. Applications for other looked after children and children who have been adopted or made subject to child arrangements order or special guardianship orders.
8. Applications for children of catechumens* and members of the Eastern Orthodox Churches*.

9. Applications for other Christian children who are in Year 2 at Our Lady of Grace Infants School.

10. Applications for children in other Christian Churches.

11. Applications for any other children.

* Please refer to notes overleaf

The Governors will give top priority, within each criterion, to an application for a child who has demonstrated, at the time of application, an exceptional medical, social or pastoral need. The applicant must provide compelling evidence of the nature of the need and why it can only be met at Our Lady of Grace Catholic Junior School. Copies of written evidence from a medical specialist or other properly qualified professional person must be provided with the application. In cases of purely pastoral need, compelling written evidence from a priest is acceptable.

If there are more applicants meeting a particular criterion than there are places available, places will be offered to applicants in the following order:

i. Children who have a sibling* in Our Lady of Grace Junior School and who will continue to be on roll at the date of admission.

ii. Children who have a sibling in Our Lady of Grace Infants School and who will continue to be on roll at the date of admission.

Tie breaker
Where there is more than one applicant that meets a criterion above, priority will be given to the applicant that lives closer to the school. This will be judged by the shortest measured walking distance by road networks and public right of way from the front door of the applicant’s home* (including flats) to the front door of the school (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system). If two or more applicants’ homes are equidistant (using the local authority’s computerised measuring system).

Children educated outside their chronological age group
Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term before the application is made. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

Certificate of Catholic Practice (CCP)
Applicants applying under criteria 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the parish priest and will require the priest’s signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

Timetable
Parents wishing their child to be admitted to a Year 3 class in September 2018 must complete a Common Application Form (CAF) from the borough in which they live, this can be done online on your local authority’s website. Furthermore, parents are advised that they should also submit our school’s own Supplementary Information Form (SIF) which will be available from September 2017. The closing date for these forms will be January 15th 2018. Failure to complete and return both the CAF and the SIF by the closing date may mean that the governors are unable to consider your application fully. Offers will be made on or around 16th April 2018.

Twins or multiple births
Parents are advised that should the cut off point for Year 3 divide twins or multiple siblings* these siblings will be admitted.

Pupils with Education, Health and Care Plans (EHCP)
The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP plan you must contact your Local Authority SEN officer. Children with this school named in their EHCP Plan will be admitted to the school.

Waiting List
Children’s names will be placed on a Waiting List, if parents request, along with those who apply during the year or after the annual allocation of places has been made. This list will be maintained in the order of the over-subscription criteria set out above, and not in the order in which applications are received or added to the list. The Waiting List will be closed at the end of each academic year and will not roll over. Parents wishing to stay on the Waiting List will be required to submit a request in writing to the School. If significant time has elapsed since the initial application, a current Certificate of Catholic Practice may be required.

Fair Access Protocols
The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

Notes
(These notes form part of the over subscription criteria)

Appeals
Parents of children who cannot be offered a place may ask for the reasons for the refusal of a place. These reasons will be related to the over-subscription criteria listed in the policy and you will have the right to appeal to an independent panel. Should you wish to appeal, please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Parents have until 27th May 2018 in which to lodge an appeal.

Note 2

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

A Child Arrangement Order is an order under the terms of the Children Act 1989s. 8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

Special Guardianship Order is an order under the terms of the Children Act 1989s. 14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). This criterion applies to children who were looked-after up until this order was made.

Catholic means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catholic Church means a member of the Eastern Orthodox Churches. This will normally be evidenced by a certificate of baptism in an Eastern Orthodox Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Church means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Certificate of Catholic Practice means a certificate given by the family’s parish priest (or priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Certificate of Catholic Practice means a certificate given by the family’s parish priest (or priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
Our Lady of Lourdes RC Primary School

www.lourdes.brent.sch.uk  DFE number: 3043508

Head teacher:  Ms Mary Bickerstaff
Wesley Road, Hillside, London, NW10 8PP
Tel: 020 8961 5037 Fax: 020 8963 1197
Email: admin@lourdes.brent.sch.uk

Admissions enquiries to: Ms Marion Fogarty
Voluntary Aided Age range: 3-11 years

Number of pupils at the school in January 2017: 228
Number of Reception places for 2018: 30
Number of on-time applications received for September 2017 admissions: 96

Physical accessibility: Low
Mobile classrooms with stairs, uneven ground around site, no access to water in some classrooms

Breakfast club (BC) or After school club (ASC):

How places were offered for 2017:
Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: Yes

Admissions Criteria

Our Lady of Lourdes Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. Our Lady of Lourdes’ welcomes applications for children of all faiths and of none and all applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the Reception Class at Our Lady of Lourdes is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2018. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Over-subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic “looked after” children and previously "looked after" children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised Catholic children, with a Certificate of Catholic Practice, who are resident in the Parishes of The Five Precious Wounds and St. Patrick’s.
4. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in all other parishes.
5. Other Baptised Catholic children.
6. Other ‘looked after’ children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Children of catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by a letter from their Minister of Religion confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
10. Any other children

Exceptional need

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Multiple applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Applications in previous years

For the past three years the Governing Body has been unable to offer places to any applicants beyond over-subscription criterion 4. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Fair access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Application procedure

In order to make an application, you must complete a Common Application Form (CAF) from your Local Authority or to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2018, the Governing Body will be unable to consider your application against the over-subscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

Children educated outside their chronological age group

(Except summer born applications for Reception)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate of catholic practice

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice by the closing date. The Certificate is available from the parish in which the family normally worships or from the diocesan website. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

Offers

The Local Authority will inform you of the outcome of your application on behalf of the Governing Body on or about Monday 16th April 2018. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

Late applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Nursery children

Attendance at the nursery does not guarantee a place in Reception.

Parents of children attending Our Lady of Lourdes Nursery must make a fresh application for Reception.
Right of appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the over-subscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal, please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 27th May 2018.

Waiting list

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in accordance with the over-subscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2019, unless applicants request in writing to remain on the list.

Pupils with an education, health and care plan (EHCPP)

The admission of pupils with an Education, Health and Care Plan (EHCPP) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your Local Authority SEN officer. Children with this name in their EHC Plan will be admitted.

Change of details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

In-year admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the Governing Body will re-rank the list and make an offer to the person at the top of the list. The Local Authority will be informed of the offer as soon as it has been accepted.

Reception year deferred entry

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the referral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

Summer born children

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Admissions to the nursery class

(There is no automatic transfer from Nursery to reception class)

The Governors intend to admit 30 part-time pupils in to the Nursery Class in the school year beginning September 2018.

Application forms are available from the school and should be returned by 15th January 2018. All applications are subject to the criteria above.

There is no right of appeal against refusal to grant a Nursery place, as Nursery education is not statutory.

Notes

(these notes form part of the over-subscription criteria)

Looked after child has the same meaning as in S 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

Adopted

An adopted child is any child who has been formally adopted and has previously been in care and whose parent/guardian can give proof of this.

Child Arrangements Order

A Child Arrangements Order is an order under the terms of the Children Act 1989: 8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

Special Guardianship Order

A special guardianship order is an order under the terms of the Children Act 1989: 14A appointing one or more individuals to be a child’s special guardian. A child ‘looked after’ immediately before the order is made qualifies in this category.

Parent means the adult or adults with legal responsibility for the child.

Sibling means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

Catholic

Means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church.

Children of other faiths

Includes children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Resident

A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries

For the purposes of this Policy, parish boundaries are as shown on the attached map.

Distance from school

Distance from school means distance as measured in a straight line from the front door of the child’s residential address (including flats) to the main entrance of the school. The distance is measured along a straight line from an address point in the property to the address point of the school. The measuring system is an integral part of the admission database produced by Tribal Technology Ltd. The system uses Ordnance Survey maps and address points from the OS (Ordnance Survey Land and Property Gazetteer) and is accurate to 1 metre. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
Preston Manor School
www.preston-manor.com
DfE number: 3045410

Head teacher: Mr Kevin Atkinson
Princess Avenue, Wembley, London, HA9 8LZ
Tel: 020 8385 4089/4040
Email: lowerschooladmin@preston-manor.com

Admissions enquiries to: Mrs Lucy Allman
Academy Age range: 4-11 years

Number of pupils at the school in January 2017: 420
Number of Reception places for 2018: 60
Number of on-time applications received for September 2017 admissions: 220

Physical accessibility: High
Disabled lift, flat access no steps to property

Breakfast club (BC) or BC (staff run) ASC (some selected run by staff and 2 external clubs)
After school club (ASC):

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: No

Admissions Criteria

Admission to reception under Local Authority arrangements
The school’s admission number for Reception places in September 2018 is 60. Applications are made through the Local Authority online facility, eadmissions.org.uk. This website can be used for primary applications from 1 September 2017 until the deadline.

Admission to year 7 under Local Authority secondary transfer arrangements
The school’s admission number for Year 6 transfer into Year 7 in September 2018 is 252. Applications are made through the Local Authority online facility, eadmissions.org.uk. This website can be used for secondary applications from 1 September 2017 until the deadline.

In year admissions
From Reception to Year 11 you must contact the school. Unsuccessful applicants will be placed on the waiting list.

Children with a statement of special educational needs
If your child has a statement of Special Educational Needs the Local Authority will process your application for a school place as it is their responsibility to arrange SEN provision and consider the suitability of individual schools.

Right of Appeal
If the school is unable to offer a place there is a statutory right of appeal to an independent Appeal Panel.

Appeals under the Co-ordinated Admission Scheme
Admissions appeals for on-time applications (i.e. those relating to decisions sent on national offer date) will be heard by 6 July or earlier.

Appeals must be lodged within 20 school days from the date of notification that the application was unsuccessful. Please contact the school for a Preston Manor School appeal form (which should be returned to the Clerk to the Independent Appeal Panel c/o Preston Manor School, Carlton Ave East, Wembley HA9 8NA).

Late applications under the co-ordinated admission scheme
The school will comply with the Local Authority regarding Late Applications as detailed in the Local Authority’s Secondary School Guide.

Waiting lists
Lists will be maintained by the school 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 over-subscription 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 apply directly to the school at the beginning of each academic year.

“Hard To Place” and excluded students from other schools
The school will work closely with the Local Authority, in accordance with local protocols, regarding students who fall into these categories. Children who are the subject of a direction by a Local Authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol, must take precedence over those on a waiting list.

This policy is reviewed by the Admissions Committee on behalf of the Governing Body on an annual basis.

Over subscription criteria
Where applications exceed the number of places available, offers of places will be made using the following criteria in order of priority:

i. children in public care, a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

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

ii. children who have a brother or sister (including blood, half, step, adoptive or foster who live at the same home address) attending the school in the year in which the application is made and will continue to do so on roll at the date of admission.

Tie breaker
If two or more students have equal priority under criteria i-v, the criterion of proximity to the school will apply with those living nearest to the school (in a straight line from the front door of the child’s permanent address (including flats) to the school reception, [using the Local Authority’s computerised measuring system], with those living nearest to the school being accorded the highest priority. The method used by the LA will be adopted when measuring home to school distance and when selecting between applicants with equal priority and those living in flats.

Notes
Distance does not take into account access by public transport or any private vehicle.

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.

Admission to the sixth form
Places in Year 12 will be awarded in the following order of priority:

1. Children in public care (looked after children) who meet the entry requirements and subject specific criteria (see Notes below).
2. Students who were on the roll at Preston Manor School at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form. To receive priority Preston Manor Students must apply before the first Monday in March. Any applications received after this date will be counted as external applications.

3. External students must apply by the set deadline in the prospectus. Any applications received after this date will be added to the waiting list and applications received after the first Monday in July will not normally receive an acknowledgement until September.

Notes
All applicants must be aged 16 on 31 August in the year of application. In exceptional circumstances students aged 17 may be accepted.

Students must meet the entry requirements for their chosen programme of study as published in the Sixth Form Prospectus.

Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus.

Late applicants may be invited for discussion if places are available on their chosen courses or for a place on the waiting list.

If other places become available, applicants on the waiting list will be informed. No admissions will take place after the first Monday in October.

Entry Requirements for Progression from Year 12 to Year 13
- A Levels – 3 AS Levels with Grade D+ in chosen subject
- A Level Double Award – AS Double Award with Grade D+D+

Admission Arrangements for entry to Reception in September 2018
Princess Frederica is a Church of England voluntary aided primary school. Responsibility for admissions rests with the Governing Body. Parents and carers are warmly invited to visit the School. Information about opportunities to visit the School can be found on the School website at www.princessfrederica.brent.sch.uk

The School has an agreed admission number of 60 pupils for entry in Reception. If the School is oversubscribed, after admission of children with a Statement of Special Educational Needs or Education, Health and Care Plan where the School is named in the statement or plan, priority will be given to those who meet the criteria set out below, in order:

1. A looked-after child or a child who was previously looked-after but then became subject to an adoption, child arrangements or special guardianship order.

2. A child of a staff member employed for two or more years before the application or recruited to fill a vacancy for which there is a demonstrable skill shortage.

3. A child with a sibling who will be attending the School at the date of admission of the applicant (‘sibling’ includes a half-sibling, step-sibling, adopted sibling, foster sibling or the child of the partner of the parent or carer of the child applying for a place, where both children are living in the same family unit at the same address).

4. A child who lives in the parishes served by St Mark’s Church on Bathurst Gardens and St Martin’s Church on Mortimer Road. A map of the parish boundaries and a list of roads which fall within the boundaries are available from the School website or office. Preference within this category will be given in the following order:
   - a child whose family regularly attend St Mark’s or St Martin’s;
   - a child whose family regularly attend a place of worship of another Christian denomination or another world faith;
   - any other child who lives in the parishes

Governors define regular attendance as attendance at a weekly service on at least 26 occasions in each of the two years preceding the application. This must be confirmed by the religious leader of each place of worship attended during that period using the Supplementary Information Form (SIF) available from the School website or office.

5. All other applicants.

Application procedure
Applications for entry to Reception in September 2018 will be considered for children born between 1 September 2013 and 31 August 2014.

Parents or carers who wish their child to be considered for a Reception place at Princess Frederica should complete a Common Application Form (CAF) administered by your Local Authority (if you are a Brent resident you should contact Brent Council’s School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions). There
are advantages to completing your Common Application Form online at www.eadmissions.org.uk.

Applicants should also complete the School’s Supplementary Information Form (available on the School website or from the School office) if they would like their application to be considered under one of the over-subscription criteria set out above.

The deadline for applications is 15 January 2018. Common Application Forms should be submitted to your Local Authority by that date. Completed supplementary information forms (where relevant) must be returned to the School office by that date.

If your child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) please contact your local authority. The London Borough of Brent’s Special Educational Needs Assessment Service can be contacted on 020 8937 3229.

**Tie breaker**

In the event of a ‘tie breaker’ between two children within the same criterion, preference will be decided by distance from the School, with priority for admission given to the child who lives closest to the School. Where two or more children live equidistant from the School and places cannot be offered to them all, available places will be allocated randomly.

Distance is measured in a straight line from an addresspoint in the child’s home to the main addresspoint of the School. Addresspoints are determined using data from the Local Land and Property Gazetteer supplied by Ordnance Survey.

Where a child lives with parents or carers with shared responsibility, each for part of a week, the address where the child spends the major part of the school week will be used. If residence is split equally, the parents or carers will be asked to state the home address.

Waiting lists and appeals

If a place cannot be offered in the first round of admissions, applicants will be offered the opportunity of being placed on the School’s waiting list. This will be maintained for the remainder of the school year for which admission is sought. Children are listed in order of how they meet the School’s over-subscription criteria set out above and not by length of time on the list. The waiting list will be closed at the end of each academic year. Parents or carers who wish their child to remain on the list will need to write to advise the School.

If your child is not offered a place at the School you have the right to appeal. Appeals should be sent to the School, addressed to the Chair of Governors. You must be able to show that:

- these admission arrangements were not followed; or
- these arrangements are unlawful according to the School Admissions Code; or
- the decision not to offer a place was unreasonable.

**Deferred entry**

Where a child is offered a place at the School, that offer is for a full-time place starting in the September following the child’s fourth birthday. However, a child is not required to start school until the start of the term following their fifth birthday. Where a child has been offered a place at the School to start before they are of compulsory school age, parents or carers may defer their child’s entry until later in the school year. Applications should be made in the usual way and a deferral requested once the offer of a place has been made.

Where entry is deferred, the School will hold a place for that child. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the start of the Summer term in the school year for which the original application was made. Parents or carers may request for their child to attend the School part-time until later in the school year but not beyond the point where their child reaches compulsory school age.

**Out of year applications**

For a child whose fifth birthday falls between 1 April 2018 and 31 August 2019, parents and carers who do not wish their child to start in the school year 2018/19 but to start in the Reception class in September 2019, should discuss this with the School at an early stage.

Decisions will be made on the circumstances of each case and the best interests of the child. Views of the parents or carers, academic achievement, social and emotional development and relevant medical views will be taken into consideration. The views of the School’s head will also be taken into account. Reasons for the decision will be given.

Parents and carers may decide not to apply for a Reception place but apply for a place in Year 1 starting in September 2019.

Please be aware that Year 1 may have no vacancies.

**Children of multiple births**

In the event that the School has one remaining place to offer and the next child eligible for that place is one of twins, triplets or other children of multiple births, the Governing Body will in the first instance consider admitting all the children if the School’s resources can accommodate it. Should that not be possible, the Governing Body will ask the parents or carers to select the child who is offered the place or, if no choice is expressed, randomly select the child to be offered the place.

**Looked after and previously looked after children**

By a ‘looked-after child’ we mean a child in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of its social services function. An adoption order is an order made under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002.

A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (section 8 of the Children Act 1989, as amended by section 14 of the Children and Families Act 2014).

A ‘special guardianship order’ is an order appointing one or more individuals to be a child’s special guardian (section 14A of the Children Act 1989).
Sinai Jewish Primary School

www.sinaischool.com

DfE number: 3043601

Head teacher: Mrs Juliette Lipshaw
Shakespeare Drive, Kenton, London, HA3 9UD
Tel: 020 8204 1550
Email: admin@sinais.brent.sch.uk

Admissions enquiries to: Mrs Emma Angel
Email: eangel@sinais.brent.sch.uk

Voluntary Aided

Age range: 3-11 years

Number of pupils at the school in January 2017: 637
Number of Reception places for 2018: 90
Number of on-time applications received for September 2017 admissions: 178

Physical accessibility: Medium. Ramp at entrance and some ground floor rooms and disabled toilets. Rear access ramp

Breakfast club (BC) or After school club (ASC): BC and ASC

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: Yes

Admissions policy and procedures for admission reception to year 6

Sinai Jewish Primary School's Foundation Body is the United Synagogue and its religious authority is the Office of the Chief Rabbi of the United Hebrew Congregations of the Commonwealth.

The School's ethos demonstrates orthodox Jewish belief and practice, embodied in the principles of Torah and Halacha, in a modern setting. These include creating a sense of belonging, encouraging and preparing for lifelong Jewish learning, spiritual growth and practice, mutual responsibility within the Jewish community and the wider world, and the importance of Israel in Jewish life. Jewish belief and practice permeate every aspect of the School's activities and are intrinsically linked to its secular curriculum. The School welcomes families from any synagogue denomination or none.

Sinai Jewish Primary School will give priority, within the over-subscription criteria, to applicants who meet a religious practice test based on guidelines from the Office of the Chief Rabbi such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the community. Those applicants wishing to be considered for such places must complete a Certificate of Religious Practice (CRP) as evidence of their fulfilment of the religious practice test.

The School admits children aged 4 to 11 and all children must attend full-time schooling by the beginning of the term after they reach their fifth birthday (compulsory school age). There are 30 places available in three classes in every school year; therefore, 90 is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances.

All children whose Statement of Special Educational Needs and Disabilities (SEND) or Education, Health and Care Plan (EHCP) names the School will be admitted.

Over-subscription

If the School is oversubscribed, after the admission of children with a Statement of SEND or EHCP, names the School, priority will be given to those children who meet the criteria as set out in the order of 1 to 7 listed below.

Over-subscription Criteria

1. Children who are looked after by a local authority, or a child who was previously looked after, with a completed and valid CRP.
2. Children currently attending Sinai's Nursery who are in receipt of early years' pupil premium, with a completed and valid CRP.
3. Siblings of pupils attending the School on the date of admission, with a completed and valid CRP.
4. Siblings of former pupils of the School, with a completed and valid CRP.
5. Other children who have a completed and valid CRP.
6. Other children who are looked after by a local authority, or other children who were previously looked after by a local authority.
7. Any other children.

Tie breaker

In the event of there being more applicants than places available within criteria 1-7 above, priority will be given to children living nearest the School. Distance will be measured from the main entrance of the home address to the main gate of the School site using Brent Council's computerised mapping system. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

Application procedures

Reception for September Entry

1. When to Apply

Children will be admitted to Reception in the September following their fourth birthday.

Applications should be made by 15 January in the calendar year of entry. All applications received on time will be processed together. By law, priority must not be given to children based on the date their application is received or their name is added to the list.

2. How to Apply

a) Application is by completion of a Common Application Form (CAF). The CAF is available from, and should be returned to, the Local Authority where the child lives by 15 January in the calendar year of entry.

b) In addition, the School's Supplementary Information Form (SIF) should be completed. In order to be eligible for a priority place within the School's over-subscription criteria, the CRP must also be completed. Both forms are available from the School Office or website (www. sinaischool.com) and must be returned to the School by 15 January in the calendar year of entry.

c) Application for a child whose Statement of Educational Needs and Disabilities (SEND) or Education, Health and Care Plan (EHCP) names the School is made by a separate Local Authority process.

3. Offer Date

An email or letter to parents offering, or refusing, a place will be sent by the Local Authority where the child lives on the national offer date of 16 April or next working day.

4. Response by Parents

A parent who does not respond to the offer of a place may have the offer withdrawn if the deadline quoted in the email or letter is not met.

5. Late Applications

All applications for Reception received between 16 January and 31 August, for entry in the September of the same year, will be considered “late” and will be processed after those that have been received on time. The application procedure is the same as paragraphs 2(a)-(c) above, save that all forms should be returned without delay.

Following the application procedure for Reception places, and once initial offers have been made, the waiting list will be adjusted to include late applications.

In-Year Applications and Applications outside the Normal Admissions Round

Application for Reception received after the start of the academic year of normal entry or for a place in years other than Reception should be made directly to the School. Application is by completion of the School's In-Year Application Form. In order to be eligible for a priority place within the School's over-subscription criteria, the CRP must also be completed. Both forms are available from the School Office or website (www.sinaischool.com), and must be returned to the School without delay, together with proof of address.

Waiting List

For those applicants who do not receive an offer of a place, the child's name will be included on the waiting list. The School's waiting lists for all years will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. A child's position on the waiting list will not depend upon when the application was made, but will be determined by how the over-subscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. For applications where a child moves to a new permanent home, proof of address will be required and the distance will be recalculated and the child's position on the waiting list may be adjusted. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

Parents are asked to inform the School if they no longer wish their child's name to remain on the waiting list.

Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Clerk to the Governors at the School address, within 20 days of receiving the letter of refusal. The procedure will be...
explained in a response by the School and the timetable for the process will be published on the School’s website (www.sinaijsschool.com) by 28 February each year.

Far Access Protocol
Sinai Jewish Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body may be directed to admit a child under the Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

Notes
1. The requirements of the religious practice test may change from year to year. In order to be eligible for priority within the over-subscription criteria, the child, or the parent on behalf of the child, will be required to obtain 4 points as evidence of completion of the religious practice test.

2. A child reaches compulsory school age on the prescribed day following the fifth birthday (or on the fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. If a child is offered a place in Reception and would start school before the child is of compulsory school age, parents can defer until the term in which the child reaches compulsory school age (but no later than the beginning of the summer term), or take up the place part-time until the child reaches compulsory school age.

3. Twins and children from multiple births will be admitted when one of the siblings is the 90th child and, as a result, the School’s PAN will be increased. There is no automatic transfer from the School’s Nursery to Reception. Parents must apply via the website (www.standrewandstfrancis.org) or via the school’s paper application form by calling 020 8937 1234.

4. Reception is the entry class to primary schools (see section 142 of the School Standards Framework Act 1998).

5. The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week.

6. A Statement of Special Educational Needs and Disabilities is made by the Local Authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child. An Education, Health and Care Plan is made by the Local Authority (see section 37 of the Children and Families Act 2014) specifying the special education provision for that child.

7. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a Local Authority (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.

8. A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption and Children Act 2002), or became subject to a child arrangements order, or special guardianship order.

9. Siblings include brothers, sisters, half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.

10. Working day is defined as any day other than a Saturday, Sunday, or a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971. Parents are advised to make any necessary arrangements if the National Offer Day falls during Pesach.

11. Proof of address must not include: evidence of personal details about parents and families, such as maiden names; criminal convictions; marital or financial status (including marriage certificates); the first language of parents or the child; details about parents’ or a child’s disabilities, special educational needs or medical conditions.

False Information
Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of misleading or fraudulent information.

Admissions Criteria
If you would like your child to be considered for a place at St Andrew and St Francis CE Primary School, you MUST name the school on the Common Application Form (CAF), which is available on line from September 2017. Brent residents can obtain a paper form by calling 020 8937 1234.
If you are applying under criterion 4 (church practice) you will need to complete a Supplementary Information Form, which is available from the school. Your clergy must complete, countersign, stamp page 2 of this form and return it to the school on or before (Please see Brent Admissions for key dates and Deadlines) in order to allow the Admissions Committee to assess how you meet our criteria.
If there are more applicants than places, then places will be offered in the following order of priority and then offered in order of who lives nearest the school.

Criterion
1. Looked-after children and Previously Looked-After Children. There must be evidence of this from the Local Authority. Looked-after children and children who were previously looked-after, but ceased to be so because, immediately after being looked-after, they became subject to an adoption, child arrangements or special guardianship order.

2. Children whom the Local Academy Committee agree have a particular social or medical need. A letter from a professional e.g. doctor, consultant or social worker must accompany the request showing how only this school can meet the child’s needs.

3. Sibling. Children who have a sibling in the school at the time of admission.

"Note: Any remaining places are allocated as follows: 50% Church places, 50% open places, if there is an odd number of remaining places, weighting will be given to criterion 4."

4. Church Places. After the first 3 criteria have been decided, 50% of the remaining places will be offered in the following order to children who live nearest the school and their parent’s or guardian’s meet firstly criterion 4.1 and then 4.2:

- 4.1 regularly worship*** at St Andrew’s Church, High Road Willesden, NW10 2SJ
- 4.2 regularly worship*** at another Christian church and live within the Deanery of Brent****

5. Open Places. The remaining 50% will be offered to children who live nearest the school** and live within the Deanery of Brent****.

6. Any remaining places will be offered to children who live nearest the school and allocated in order of proximity of their home to the centre point of the school using the Geographical Information System in use by the Local Authority at the time of application***. Where more than one child have the same distance a decision will be made using random allocation.

St Andrew and St Francis CofE Primary School
www.standrewandstfrancis.org

Head teacher: Mr Troy Sharpe
Belton Road, Willesden, London, NW2 5PE
Tel: 020 8459 1636 Fax: 020 8933 5040
Email: admin@sasf.brent.sch.uk
Admissions enquires to: Ms Fiona Maclean
Email: fmaclean@sasf.brent.sch.uk

Academy
Age range: 3-11 years
Number of pupils at the school in January 2017: 439
Number of Reception places for 2018: 60
Number of on-time applications received for September 2017 admissions: 84
Physical accessibility: Medium
Ground Floor in both buildings is accessible to people with physical disability
Breakfast club (BC) or After school club (ASC): BC and ASC
How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: Yes

Email: admin@sasf.brent.sch.uk
Tel: 020 8933 5040
Belton Road, Willesden, London, NW2 5PE

Admin@sasf.brent.sch.uk
www.standrewandstfrancis.org
APPLYING FOR A RECEPTION AND JUNIOR SCHOOL FOR SEPTEMBER 2018

A ‘looked-after child’ means one in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of its social services functions. An adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardians (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**For the purpose of this policy, sibling is defined as brother or sister, half-brother or half-sister, stepbrother or stepsister or foster child living with the same parent/carer at the same address at the time of admission.

*** ‘Regular worship’ refers to attendance at a weekend church service with one or both parents or guardians at least fortnightly for a year or more prior to making the application. This must be confirmed by completion of a Supplementary Information Form completed, countersigned and stamped by a member of the clergy. Christian Churches other than St Andrew Willesden will only be recognised if they are a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance.

**** Applicants under all criteria will be prioritised according to their nearness to the school. In all cases nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child’s home address point determined by Ordnance Survey data to the centre point of the school as determined by the LA’s computerised measuring system. Accessibility by car or public transport will be disregarded. If any applicants share the same address, i.e. live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by arranging flat number order. In the event that more than one child have the same distance, a decision will be made using random allocation by postcode of address will be needed when you apply for a place at the school.

***** A map showing the Deanery Brent is available at the school and here www.london.anglican.org

General information

St Andrew and St Francis CE Primary School is an LDBS Academies Trust Primary School that welcomes children from all sections of the community who want a Christian education. We are a two-form entry primary school with nursery provision within an Early Years Foundation Stage unit.

All applications for a place in the main school at St Andrew and St Francis CE Primary School will be co-ordinated by Brent Admissions.

The Local Academy Committee is committed to the equal opportunities of all applicants, included the disabled and will ensure reasonable adjustments are made under the Disability Discrimination Act 1995 to accommodate the needs of children with any disability.

Applicants with children who have a statement of Special Educational Need or Education, Health and Care Plan where the school is named will be admitted under a different admissions procedure.

ADMISSIONS PROCEDURES FOR ENTRY TO RECEPTION

Places available

The Local Academy Committee have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6 (being a 2 form entry school this means 60 children in each year).

Children are admitted to Reception in September.

Application for reception class

On-line

Parents should complete the on-line Common Application Form (CAF) for the LA in which they live. On the form, parents can name up to 6 primary schools which should be ranked in order of preference. You can complete this here https://www.brent.gov.uk/services-for-residents/education-and-schools/apply-for-a-school-place/primary-school/

Paper applications

Brent residents are encouraged to apply on line. However, if the paper application form is available by ringing 0208937 1234. The completed form must be returned to the Education department at Brent Civic Centre, Engineers Way, Wembley HA9 0JF by 5pm on the published date. Residents of other boroughs will need to contact the education department at their home LA. The form should be returned to that LA by 5pm on the published date. Please see Brent website for dates.

Supplementary Information Form (SIF)

(only needed if you are applying under criterion 4)

If you are applying under criterion 4 you will need to complete a Supplementary Information Form, which is available from the school. This will need to be completed, countersigned and stamped by your clergy and returned to the school in order to allow the Local Academy Committee to assess how well you meet our criteria.

CAF must be submitted for all children who would like to be considered for a place in Reception, whether or not they attend St Andrew and St Francis CE Primary School Nursery. There is no automatic transfer from the Nursery to the main school.

Timeline for application – Please follow the link to Brent Council – KEY DATES www.brent.gov.uk/services-for-residents/education-and-schools/apply-for-a-school-place/primary-and-junior-school/

Offers of places

Where a place has been offered:

• it is for a full-time place from the September following the child’s fourth birthday;

• the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday)

This means that parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18, but no later than the term after the child’s fifth birthday, when s/he reaches compulsory school age.

For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child where parents wish a child may attend part-time until they reach compulsory school age.

Admissions out of the normal age group

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019, parents who do not wish them to start school in school year 2018-19, but to be admitted in September 2019 for school year 2019-2020, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each individual case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Headteacher will also be taken into account.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2019) for a Reception Year place in September 2019, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Education, Health and Care Plans

Children with a Statement of Special Educational Need or Education, Health and Care Plan (EHCNP) naming St Andrew and St Francis CE Primary School will always be offered places.

Twins, triplets and 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 school will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admissions number.

Late applications

Applications received after the borough deadline will be regarded as late. Late applications will be processed after the borough offer date.

Waiting list

Unsuccessful and late applications can be placed on the waiting list at the parents/carers request. Places will be allocated in accordance with the above criteria, maintaining the balance between criteria 3 and 4. Children will remain on a waiting list until a vacancy arises. Annually, the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the deadline on the letter the school will assume that the place is no longer required and will remove the child’s name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

In-year admissions

Applications for in-year admissions are co-ordinated by the LA in the same way as those made during the normal admissions round. If applications are submitted under criteria 3, parents/carers will need to complete a Supplementary Information Form, which is available from the school. The second page of this form will need to be completed, countersigned and stamped by a member of clergy, in order to allow the Local Academy Committee to assess how well the child meets the admissions criteria.

If a place is available and there is no waiting list then the school will communicate the governors’ offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Local Academy Committee in accordance with the admission criteria. If a place cannot be offered at this time then the parent may request the reasons and will be informed of their right of appeal. The parent will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Local Academy Committee in accordance with the order of the admission criteria.

When a place becomes available the Governing Body will decide which child is at the top of the list so that the LA
can inform the parent that the school is making an offer. Please note that this could mean that a child's name could move up or down the list.

Appeals

Parents whose applications for admission are not successful are encouraged to contact the School for advice. Appeals against the decision may be sent to the Clerk to the Appeals Committee c/o St Andrew and St Francis CE Primary School. The appeal must be lodged within 14 days (10 working days) from the date of notification that the application was unsuccessful. Please see the school website for appeals timetable and form.

St Joseph's RC Infant School

www.sjinf.brent.sch.uk

Head teacher: Mrs Amanda Whelan

Waverley Avenue, Wembley, London, HA9 6TA
Tel: 020 8903 6032
Email: admin@sjinf.brent.sch.uk

Admissions enquiries to: Mrs Jennie Gorman
Email: jgorman@sjinf.brent.sch.uk

Voluntary Aided

Age range: 3-7 years

Number of pupils at the school in January 2017: 260
Number of Reception places for 2018: 70
Number of on-time applications received for September 2017 admissions: 151

Physical accessibility: Medium

Breakfast club (BC) or After school club (ASC): BC and ASC

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: Yes

Nursery

Admissions Criteria

St. Joseph’s Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the Nursery classes at St Joseph's Infant School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children on a part time basis in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 3rd birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Parents should be aware that securing a Nursery place does not guarantee a place in Reception for the following year.

Parents will be required to re-apply for a Reception place.

Over-subscription criteria

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

2. Baptised Catholic children who are resident in the parishes of St. Joseph’s Wembley and St Erconwald’s Wembley whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.

3. Other baptised Catholic children, whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.

4. Baptised Catholic children (supported by their baptismal certificate) resident in the parishes of St Joseph’s Wembley and St Erconwald’s Wembley.

5. Other Catholic children (supported by their baptismal certificate).

6. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

7. Children of Catechumens resident in the parishes of St Joseph’s Wembley and St Erconwald’s and have
either a certificate of enrolment in the catechumenate of the Catholic Church or a letter from the Parish Priest confirming attendance at Masses and active participation in a baptismal course supported by a parish priest and members of an Eastern Christian church whose application is supported by their parish priest and a baptismal certificate.

8. Applications from children from other Christian churches and whose application is supported by either a baptism certificate or a letter from their minister of religion confirming membership of the faith community.

9. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied in the order identified below:

a. The attendance of a brother or sister, including step children, adopted children, half siblings or those living permanently in the household, at Saint Joseph’s Catholic Infant School at the time of admission.

b. The attendance of a brother or sister, including step children, adopted children half siblings or those living permanently in the household, at St Joseph’s Catholic Junior School at the time of admission.

c. Governors will admit a minimum of 6 places (10%) reserved for applicants from Saint Ercownwald’s Parish who have a Certificate of Catholic Practice and who do not have a sibling at either school. These will be allocated using distance measured outlined in tie breaker below.

The trend over the last three years has seen an increase in the number of places allocated to Catholic children. As the school is now oversubscribed by Catholic candidates, it is unlikely that applicants who are not Catholics will obtain a place.

Tie breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school.

Twins and multiple births

Governors will admit twins/triplets/siblings applying for the same academic year, where one child has been offered a place and the other(s) have not. This will most commonly be admitting a second twin and going over the nursery class limit.

Fair access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Education, Health and Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP plan you must contact your Local Authority SEN officer. Children with this school named in their EHCP Plan will be admitted to the school.

Children educated outside their chronological age group

Parents may apply for their child to be educated outside their chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

In-year admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

Application procedure

You must complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of over-subscription. Please return the SIF (in person or by post) together with all other relevant paperwork required for your application to:

St. Joseph’s Infant School, Waverley Avenue, Wembley, Middlesex, HA9 6TA.

If you do not complete the SIF and return this by 15th January 2018, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Certificate of Catholic practice

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. This form is available from the parish where you worship or from the diocesan website. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

The Governing Body will write to you with offers of places on the 16th April 2018.

Waiting list

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the over-subscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

Change of details

If any of the details on your form changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School immediately. If misleading information is given or allowed to remain on your form, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Notes

(These notes form part of the over-subscription criteria)

Looked after child has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

Adopted An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

Child Arrangements Order A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

Parent means the adult or adults with legal responsibility for the child.

Sibling means brother or sister, to include adopted brothers and sisters, half brothers and sisters, and step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

Certificate of Catholic Practice means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales.

Catechumen means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Christian for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

Resident A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries For the purposes of this Policy, parish boundaries are shown on the attached map.

Distance from school means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
Applying for a Reception and Junior School for September 2018

Admissions Criteria

St. Joseph’s Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the Reception classes at St Joseph’s Infant School is 70. The Governing Body has sole responsibility for admissions to this school and intends to admit 70 children in the school year which begins in September 2018.

Applications for places are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Please note that attendance at the nursery does not give any priority for entry to Reception.

All parents must apply for a place in Reception whether or not their child attends the nursery.

Oversubscription criteria

where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children who are resident in the parishes of St Joseph’s Wembley and St Erconwald’s Wembley whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.
3. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
4. Baptised Catholic children (supported by their baptismal certificate) resident in the parishes of St Joseph’s Wembley and St Erconwald’s Wembley.
5. Other Catholic children (supported by their baptismal certificate).
6. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
7. Children of Catechumens (resident in the parishes of St Joseph’s Wembley and St Erconwald’s and have evidence of attendance at Mass and a certificate of entry into the catechumenate of the Catholic Church or a letter from their parish priest confirming attendance) and members of an Eastern Christian church whose application is supported by their religious leader and a baptismal certificate.
8. Applications from children of other Christian churches whose application is supported by a minister of religion.
9. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied in the order identified below:

A. The attendance of a brother or sister, including step children, adopted children, half siblings or those living permanently in the household, at St Joseph’s Catholic Infant School at the time of admission.
B. The attendance of a brother or sister, including step children, adopted children half siblings or those living permanently in the household, at St Joseph’s Catholic Infant School at the time of admission.
C. Governors will admit a minimum of 7 places (10%) reserved for applicants from Saint Erconwald’s Parish who have a Certificate of Catholic Practice and who do not have a sibling at either school. These will be allocated using distance measure outlined in tie-break below.

Tie breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school.

Last year St Joseph’s Catholic Infant School was heavily oversubscribed with Catholic applicants.

As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the past [4] years, the Governing Body has been unable to offer a place to any applicant who is not a Catholic.

Twins and multiple births

Governors will admit twins/triplets/siblings applying for the same academic year, where one child has been offered a place and the other(s) have not. This will most commonly be admitting a second twin and going over the infant class limit.

Fair access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Application procedure

In order to make an application, you must complete a Common Application Form (CAF) from your Local Authority and return it to them. You should also complete the School’s Supplementary Information Form (SIF), available on the LA website, or directly from the school. The Certificate of Catholic Practice form, is available from the school as part of the application pack, or from the diocesan website.

Application forms are available from your parish or from the diocesan website. The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) together with all other relevant paperwork required for your application to:

St. Joseph’s Infant School, Waverley Avenue, Wembley, Middlesex. HA9 6TA

If you do not complete both of the forms described above and return it to them by 15th January 2018 the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Right of appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Appeal applications must be submitted by Friday 25th May 2018.

Children educated outside their chronological age GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate of catholic practice

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. This form is available from your parish or from the diocesan website. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Waiting list

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

Education, health and care plans (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

If your child has an EHCP plan you must contact your Local Authority SEN officer. Children with this school named in their EHCP Plan will be admitted to the school.
Change of details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

In-year admissions
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

Summer born children
If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Notes
(these notes form part of the oversubscription criteria)

Looked after child has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

Adopted An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

Child Arrangements Order A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

Parent means the adult or adults with legal responsibility for the child.

Sibling means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

Certificate of Catholic Practice means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales.

Catechumen means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Christian for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

Resident A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries for the purposes of this Policy, parish boundaries are shown on the attached map.

Distance from school means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. The school will use the measurements provided by Brent LA Schools Admissions Department.

If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
APPLYING FOR A RECEPTION AND JUNIOR SCHOOL FOR SEPTEMBER 2018

from families whose child reaches his/her 7th birthday begins in September 2018. Applications are welcome and intends to admit 70 children in the school year which class at St Joseph's Junior School is 70. The Governing are therefore expected to give their full, unreserved and supported by all families in the school. All applicants every aspect of the school's activity. It is essential that Catholic school, Catholic doctrine and practice permeate provide a Catholic education for all our pupils. At a St. Joseph's Catholic Junior School was founded by Admissions Criteria

Number of on-time applications Number of pupils at the school in January 2017: 280 Number of Junior places for 2018: 70 Number of on-time applications received for September 2017 admissions: 112

Over-subscription criteria Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after. 2. Baptised Catholic children who are currently in Year 2 in St Joseph's Catholic Infant School whose application is supported by a Certificate of Catholic Practice. 3. Baptised Catholic children who are resident in the parishes of St. Joseph's Wembley and St. Erconwald's Wembley whose application is supported by a Certificate of Catholic Practice. 4. Baptised Catholic children who are not resident in the parishes of St. Joseph's Wembley and St. Erconwald's whose application is supported by a Certificate of Catholic Practice. 5. Baptised Catholic children resident in the parishes of St. Joseph's Wembley and St. Erconwald's Wembley. 6. Other baptised Catholic children. 7. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after. 8. Children of Catechumens (resident in the parishes of St Joseph's Wembley and St Erconwald's and have evidence of attendance at Mass and a certificate of entry into the catechumenate of the Catholic Church or a letter from their parish priest confirming attendance) and members of an Eastern Christian church whose application is supported by their religious leader and a baptismal certificate. 9. Applications from children of other Christian churches, whose application is supported by a letter from their minister of religion confirming membership of the faith community. 10. Any other children. Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied in the order identified below:

A. The attendance of a brother or sister, including step children, adopted children, half siblings or those living permanently in the household, at Saint Joseph's Catholic Junior School at the time of admission. B. The attendance of a brother or sister, including step children, adopted children half siblings or those living permanently in the household, at St Joseph's Catholic Infant School at the time of admission. C. Governors will admit a minimum of 7 places (10%) reserved for applicants from Saint Erconwald's Parish who have a Certificate of Catholic Practice and who do not have a sibling at either school. These will be allocated using distance measure outlined in tie-break below.

The trend over the past four years has seen an increase in the number of places allocated to Catholic children. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. The allocation of places can be seen on the right.

Tie breaker Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority (LA).

Multiple applications Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Fair access The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the oversubscription criteria. If a place cannot be offered the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

In-year admissions Applications for In-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list so that an offer can be made.

Application procedure 2018 - 2019 In order to make an application, you must complete a Common Application Form (CAF) from your Local Authority and return it to them. You should also complete the School’s Supplementary Information Form (SIF), available on the LA website, or directly from the school. The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) together with all other relevant paperwork required for your application to:
the diocesan website at www.rcdow.org.uk/schools/governors/admissions.
The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 16th April 2018. This information will also be available on line. Parents/carers should accept the place as soon as possible.

Right of appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Appeal applications must be submitted by Friday 25th May 2018.

Waiting list
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria listed in the Policy and in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

Education, health and care plans (EHCP)
The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP plan you must contact your local Authority SEN officer. Children with this school named in their EHCP Plan will be admitted to the school.

Children educated outside their chronological age group
Parents may apply for their child to be educated outside their chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate of catholic practice
Applicants applying under criteria [2, 3 and 4] must submit a Certificate of Catholic Practice by the closing date. This form is available from your parish or from the diocesan website. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Change of details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Notes
(these notes form part of the over-subscription criteria)

**Looked after child** has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**Adopted** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

**Child Arrangements Order** A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children “looked after” immediately before the order is made qualify in this category.

**Special Guardianship Order** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children “looked after” immediately before the order is made qualify in this category.

**Parent** means the adult or adults with legal responsibility for the child.

**Sibling** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

**Certificate of Catholic Practice** means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales.

**Catechumen** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

**Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**Christian** for the purposes of this policy, means a member of one of the Churches affiliated to “Churches Together in Britain and Ireland”.

**Resident** A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**Parish Boundaries** for the purposes of this Policy, parish boundaries are shown on the attached map.

**Distance from school** means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. The school will use the measurements provided by Brent LA Schools Admissions Department. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
St Joseph’s Roman Catholic Primary School

www.stjosephsrc.co.uk

DfE number: 3045203

Head teacher: Mrs D Titus

Goodson Road, Stonebridge, London, NW10 9LS

Tel: 020 8965 5651

Email: admin@stjo.brent.sch.uk

Admissions enquiries to: Mrs P Lynch

Voluntary Aided

Age range: 3-11 years

Number of pupils at the school in January 2017: 527

Number of Reception places for 2018: 60

Number of on-time applications received for September 2017 admissions: 226

Physical accessibility: Medium

Breakfast club (BC) or After school club (ASC): BC and ASC

How places were offered for 2017:

Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers

Do parents need to complete a Supplementary Information Form?: Yes

Admissions Criteria

St Joseph’s is a Catholic voluntary aided school in the trust of the Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Preference will be given to Catholic children whose application is accompanied by a Baptismal Certificate and a Certificate of Catholic Practice from the Parish Priest at the Church where the family usually worships. Verification of address may also be required.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018. The Published Admission Number (PAN) for the school is 60.

The Governing Body is the Admission Authority and as such is fully responsible for all admissions to the school.

Over-subscription criteria

If there are more applications than our published admissions number of 60 places, the Governors will offer places in accordance with the following criteria, listed in order of priority:

1. Catholic looked after children and previously looked after Catholic children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having being looked after.

2. Baptised Catholic children with a Certificate of Catholic Practice from the priest at the parish where the family normally worships.

3. Children who have been baptised as Catholics or received into the Catholic Church.

4. Other looked after children and other previously looked after children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

5. Children of Catechumens or members of an Eastern Christian Church.

6. Children of other Christian denominations whose practice is supported by a letter from their priest or minister confirming membership of the parish community.

7. Children of other Christian denominations.

8. Any other children.

Note 1: The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Note 2: In each of the above categories, the presence of a brother or sister, foster or half brother or sister or step brother or sister in the school at the time of admission will increase priority within that category.

Note 3: Where the admission of twins or all siblings from a multiple birth would cause the school to rise above its PAN (Published Admission Number), both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 children per teacher, the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

Note 4: Address used will be the address where the child spends 50% or more of the school week.

Tie breaker

Where all is equal, higher priority will be accorded to the child living nearest to the school, the distance being measured by a straight line from the front door of child’s house to the main entrance of school. Where there are applicants living in flats at the same address, the distance will include the distance from the front door of the flat within the building i.e. the flat nearest to the main door to the building will have priority. This distance is measured by the Local Authority.

Pupils with an Education, Health and Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Please ask the school for further information. Pupils with this school named in their EHC Plan will be admitted.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has the power even when admitting the child would mean exceeding the published admission number.

Admissions for Reception

All applicants must complete a Local Authority e-admissions form on line from the Local Authority in which they live. Paper forms (Common Application Forms (CAF)) can be obtained from your LA and returned to your Council by the annually published closing date. In addition to the online Local Authority Form you should also complete St Joseph’s forms as follows:

- St Joseph’s Supplementary Information Form (SIF);
- Certificate of Catholic Practice (if applicable).

The Supplementary Information Form (SIF) is obtainable from the school and the SIF is also available from the LA offices and the LA website (www.brent.gov.uk). You can collect the form from the school or contact the school and ask for it to be sent to you.

The completed St Joseph’s form should be returned along with a copy of the child’s baptismal certificate and to St Joseph’s School by the closing date which will be 15th January 2018.

If you do not complete both the CAF and SIF and return them by the closing date, the Governing Body may be unable to consider fully your application and it is very unlikely that your child will get a place at the school.

The closing date for applications will be 15th January 2018 and notification letters will be sent out by the Local Authority on behalf of the Governors on 16th April 2018. This information is available from the Brent website www.brent.gov.uk. St Joseph’s abides by this timetable.

1a. If the application for a place in school is unsuccessful you have the right of appeal to an independent appeal panel.

1b. If you wish to appeal against non-admission please do so in writing to the Chair of Governing Body, care of the school.

2. Appeals should be lodged by 25th May 2018. Appellants will receive at least 10 school days’ notice of their appeal hearing date.

3. In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and in not the order in which applications are received or added to the list. The waiting list will be held open for one school year.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the Local Authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the over subscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic ‘looked after’ children; similarly, other children without an offer of a school place...
are given priority immediately after other ‘looked after’ children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list so that an offer can be made.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2 and 3 should submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. You will need to get a Certificate of Catholic Practice form signed for each Catholic school that you are applying to.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Notes

(these notes form part of the over-subscription criteria)

Looked after child has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

Catholic means a member of a Church in full communion with the See of Rome. This includes members of Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest’s reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

Certificate of Catholic Practice means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests http://rcdow.org.uk/education/governors/admissions/

Adopted An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

Child arrangements Order A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÖN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Parent the person or persons who have legal responsibility for the child.

Family means Catholic or Catholics who have a legal responsibility for the child.

Catechumen means a member or child of a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception from the authorities of that Church.

Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

There is no automatic transfer from Nursery to Reception Class.
St Margaret Clitherow RC Primary School

www.clitherow.brent.sch.uk  DfE number: 3043511

Head teacher: Mrs Ewa McSperrin

Quainton Street, Neasden, London, NW10 0BG
Tel: 020 8450 3631
Email: admin@clitherow.brent.sch.uk

Admissions enquiries to: Mrs Mary Haneef
Voluntary Aided Age range: 3-11 years

Number of pupils at the school in January 2017: 228
Number of Reception places for 2018: 30
Number of on-time applications received for September 2017 admissions: 79

Physical accessibility: Medium Ramps
Breakfast club (BC) or After school club (ASC): BC and ASC

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: Yes

Admissions Criteria
St Margaret Clitherow Catholic Primary School was founded by the Catholic Church to provide education for the children of Catholic Families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all of our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admission to this school and the number of places in Reception (30) is the school’s Published Admissions Number (PAN). Applicants should be aware that for the past three years no children were admitted from categories 5, 6, 7 and 8. The Governing Body will use the over-subscription criteria below if they receive more applications than places.

Applications are invited for September 2018 from families whose child attains 4 years of age between 01/09/2017 and 31/08/18.

Parents should be aware that securing a Nursery place does not guarantee a place in Reception for the following year. Parents will be required to re-apply for a Reception place.

Over-subscription criteria
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic ‘looked after’ children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.


3. A Catholic child with a Certificate of Catholic Practice who are resident in the parish of English Martyrs.


5. Other Baptised Catholics.

6. Other ‘looked after’ children and other looked after children who have been adopted or made subject to child arrangements orders* or special guardianship orders, immediately after having been looked after.

7. Children of catechumens* and members of an Eastern Christian Church.

8. Any other applicant.

*Please refer to the notes overleaf.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied.

In categories 1 and 7 this provision only applies to those who were looked after immediately before being adopted/subject to residence or special guardianship orders.

In categories, 6-8 the presence of a sibling, including a step- or half- brother or sister in the school living at the same address, at the time of admission, will increase priority within that category.

Application procedure
The Common Application Form (CAF) must be returned to the borough council where you live. In addition parents should complete a Supplementary Form (SIF), Certificate of Catholic Practice (CCP) which is available from the school reception office, Local Authority and schools website. These forms must be returned to the school. Parents are advised to complete the SIF in order for Governors to apply their admissions criteria accurately. The final date for applications is January 15th 2018. Notification letters will be sent out by the LA on behalf of the governors on April 18th 2018.

Certificate of catholic practice
Applicants applying under criteria 2, 3 and 4 should submit a Certificate of Catholic Practice by the closing date. The Certificate is available from your parish (or the parish where you normally worship) or from the diocesan website. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

Children educated outside their chronological age group
(except Reception applications for summer born children)
Parents may apply for their child to be educated outside their chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Late applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Exceptional need
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Multiple applications
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Applications in previous years
For the past three years five years the Governing Body has been unable to offer places to any applicants beyond over-subscription criterion [5]. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Right of appeal
If you are unsuccessful you may ask us for the reasons for the refusal of a place. This will only be given in exceptional circumstances. Parents wishing to exercise their right of appeal against a refusal of admission should forward their appeal to the Chair of Governors at the school, for consideration of the Appeals Committee (by 22/05/18). Parents are entitled to attend the appeal panel meeting to give grounds for their appeal personally and/or to be represented.

Waiting list
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the over-subscription criteria set out in the policy and not in the order in which applications are received or added to the list.

Pupils with a statement of special education needs/education, health and care plan (EHCP)
The admission of pupils with a statement of Special Educational Needs or Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHCP plan you must contact your Local Authority SEN officer. Children with this school named in their EHCP Plan will be admitted.
**Change of details**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**In-Year admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The Local Authority will be informed of the offer as soon as it has been accepted.

**Reception deferred entry**

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

**Summer born children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications. There is no guarantee that an offer will be made.

**Distance from school**

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 home to the main school gate. *A public right of way is one which is determined by The Countryside Act 1968. If you would like a copy of The Countryside Act 1968 please contact the Brent Admissions Service on 020 8937 3110.

**Fair access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

**Notes (these notes form part of the over-subscription criteria)**

**A public right of way is one which is determined by The Countryside Act 1968. If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.**

**Notes (these notes form part of the over-subscription criteria)**

- **Looked after child** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (eg children with foster parents).
- **Child Arrangements Order** A Child Arrangements order is an order under the terms of the Children Act 1989 which settles the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
- **Special Guardianship Order** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).
- **Parent** is defined as the person or persons who have legal responsibility for the child.
- **Sibling** means brother or sister, to include adopted brothers and sisters, half brother and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
- **Catholic** is taken to denote a baptised person who is in full communion with the Catholic Church, that is to say, a member of any Church that is in full communion with the See of Rome. This includes the eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion of the Catholic Church. (Please refer to points A12 and A13 in Diocesan Joint Guidance on Admissions 2003).

**Certificate of Catholic Practice** means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

**Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

**Eastern Christian Churches** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**Christian** for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

**Residential Address** where the child resides for more than 50% of the school week, with parents with shared responsibility.

**Parish Boundaries** for the purposes of this Policy, parish boundaries are as shown on the attached map. For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school by the shortest measured walking distance using road networks including public rights of way* from home to school. All distance measures are provided by Brent LA.

---

*A public right of way is one which is determined by The Countryside Act 1968. If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.*
St Mary Magdalen’s Catholic Junior School

www.marymag.brent.sch.uk

DfE number: 3043505

Head teacher: Miss Maria Nowicka

Linacre Road, Willesden, London, NW2 5BB
Tel: 020 8459 3159 Fax: 020 8459 0108
Email: admin@marymag.brent.sch.uk

Admissions enquiries to: Miss Maria Quinn

Voluntary Aided

Age range: 7-11 years

Number of pupils at the school in January 2017: 360
Number of Junior places for 2018: 90
Number of on-time applications received for September 2017 admissions: 125

Physical accessibility: High

Lifts in place, all easy access, new build

Breakfast club (BC) or After school club (ASC): BC and ASC

Conflict of Interest

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.marymag.brent.sch.uk

Applications procedure for year 3 admission

From September 2018 if you wish to make an application for a year 3 place at this school, the procedure will be as follows:

1. Contact your local council or if a Brent resident, contact Brent Council’s Admissions Service on 020 8937 3100 or visit www.brent.gov.uk/admissions or www.eadmissions.org.uk to complete the online e-admission's application.

2. You will also need to complete the school’s Supplementary Information Form which you can download from our website or pick up from the school office.

3. The Certificate of Catholic Practice Form should also be completed (download from the Diocesan website or obtained from the Parish Priest where you normally worship.

4. Your on-line e-admission application MUST be submitted by 15th January 2018. Completed Supplementary Forms and The Certificate of Catholic Practice Form MUST be returned to the School Office by 3:00pm on 15th January 2018.

5. All parents/guardians will be informed of the result of their application on Monday the 16th April 2018.

Admissions Criteria

St Mary Magdalen’s Catholic Junior School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all the families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published admissions number (PAN) for year 3 at St Mary Magdalen’s is 90. The Governing Body has sole responsibility for admissions to this school and intends to admit 90 children in the school year which begins in September 2018. Applications are invited from families whose child will reach their 8th birthday between 1st September 2018 and 31st August 2019.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. Where the final place is offered to a child who has other siblings applying for a place in the same year, these siblings will also be admitted.

In this policy, ‘applicant’ refers to you, the parent/guardian applying for a place, and ‘candidate’ refers to a child for whom application is made.

Applications Procedure for In-Year Admissions

Applications for in-year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body, will ‘re-rank’ so that an offer can be made.

Exceptional need

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor.

Priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Pupils with an Education, Health Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the EHCP Code of Practice. If your child has an EHCP plan, you must contact your Local Authority EHCP officer. Children with this school named in their EHCP Plan will be admitted.

In the case of over-subscription a waiting list will be maintained. Priority will be given as in the over-subscription criteria below. If necessary ‘tie breaker’ procedures will be followed. Please see below.

All applications will be considered in line with our published admission arrangements. Late applications, (those arriving after 15th January 2018, the pan-London closing date) will be dealt with after all the initial offers have been made. Outcomes of applications will be sent to you by your local council on behalf of the Governing Body.

Unsuccessful applicants will be placed on the waiting list.

Right of appeal

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the over-subscription criteria set out in this policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

Applications for “Catholic looked-after children and previously ‘looked after’ children, who have been adopted or made subject to child arrangements orders or special guardianship orders.

Applications for baptised Catholic children with a Certificate of Catholic Practice, resident in the Parish of St Mary Magdalen’s, Willesden Green and the Church of the Transfiguration, Kensal Rise,

Fair access protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Multiple births

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc, the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.
3. Applications from baptized Catholic children, with a Certificate of Catholic Practice, in Year 2 of the Convent of Jesus and Mary Infant School.

4. Applications for baptised Catholic children, with a Certificate of Catholic Practice resident in these Parishes – St Agnes, Cricklewood; St Mary and St Andrew, Dollis Hill; Shrine of Our Lady, Willesden; Sacred Heart Church, Quex Road whose boundaries meet those of the Parish of St Mary Magdalene’s, Willesden Green.

5. Applications for other baptised Catholic children, with a Certificate of Catholic Practice

6. Applications from baptised, Catholic children in Year 2 of the Convent of Jesus and Mary Infant School

7. Applications for other baptised Catholic children.

8. Applications for other looked-after children and previously looked after children who have been adopted. (or made subject child arrangements orders or special guardianship orders).

9. Applications for Catechumens and members of an Eastern Christian Church whose application is supported by their Religious Leader.

10. Christians of other denominations whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.

11. Children of other faiths, whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.

12. Applications from any other applicants.

Within each over-subscription criterion applicants will be ranked in the following order:

1. 1st priority to children with a sibling on roll, priority will be given to siblings who will continue to be on roll on the date of admission. In the case of half or step-siblings priority will be given providing they reside at the same address.

2. 2nd priority will be given to children transferring from the Convent of Jesus and Mary Infant School.

3. 3rd priority will be given to children of permanent staff of St Mary Magdalene’s Catholic Junior School, who have been employed at the school for at least two years at the time of application.

4. 4th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

5. 5th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

6. 6th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

7. 7th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

8. 8th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

9. 9th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

10. 10th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

11. 11th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

12. 12th priority will be given to children of permanent staff of the Convent of Jesus and Mary Infant School.

Tie breaker

In the case of a tie breaker where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest the School.

Distance

For the purposes of this policy, the school will adopt Brent Council’s method of measuring distance. The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admission software produced by Servelec Synergy. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Notes

(Entries form part of the over-subscription criteria)

Adopted An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

Catechumen Means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over.

Catholic Means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked-after child who is part of a Catholic family where a Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked after child in the process of adoption by a Catholic family).

Christian for the purposes of this policy, means a member of one of the Churches affiliated to “Churches Together in Britain and Ireland”.

Certificate of Catholic Practice Applicants apply under criteria 2, 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available on the diocesan website or from the Priest where you normally worship. It is the Parent/Guardian’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

Applications for other baptised Catholic children, with a Certificate of Catholic Practice

Applications from baptised, Catholic children in Year 2 of the Convent of Jesus and Mary Infant School

Applications for other baptised Catholic children.

Applications for other looked-after children and previously looked after children who have been adopted. (or made subject child arrangements orders or special guardianship orders).

Applications for Catechumens and members of an Eastern Christian Church whose application is supported by their Religious Leader.

Children educated outside their Chronological Age Group” (except summer born babies) Parent/Guardian’s may apply for their child to be educated outside their chronological age group, i.e. a year behind or a year ahead. Applications should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances. (Please note that applications for Year 3 for those born between 1st April – 31st August 2010 will be automatically accepted, but this will not guarantee a place).
Admissions Criteria

St Mary’s is a Church of England Primary School. The school was founded to provide education for the Parish of St Mary’s Church.

Within our school a good number of families are active in our local Church of England parishes and other Christian communities. Some families send their children to this school because, though they have no active Christian faith themselves, they are happy for their children to be educated in a Christian environment and learn the basics of the Christian faith. This school is thoroughly and actively loyal to the principles and practice of the Church of England and, whilst respecting the rights of parents under Section 21 of the Education Act of 1998, expects all children, to take part in Religious Education within the Schools curriculum and to attend the daily acts of worship in the school and regular services in our parish Church.

The responsibility for the admission of pupils rests with the Governing Body.

The Governors intend to admit a maximum of 45 children into each year group from Reception to Year 6.

Admissions to the nursery

Nursery application forms can be collected from the school office or downloaded from the school website. Applicants must be 3 years old by 31st August.

In the event of the Nursery being over subscribed, the Governors will apply the over-subscription criteria in order of priority.

Children attending the school nursery do not have priority for places in Reception and parents wanting a place in Reception must complete the Brent Common Application Form and the school’s Supplementary Information Form in accordance with this policy at the appropriate time.

Admissions to reception

Children will be admitted at the beginning of the academic year following their fourth birthday.

The process of admissions to Reception classes in primary schools is co-ordinated across all the London boroughs. If you wish to make an application for this school you will need to contact your local council to complete their Common Application Form.

If you are a Brent resident you need to contact Brent Council’s School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. You will also need to complete the school’s Supplementary Information Form (SIF) which you can download from our school website, or collect from the school office. The school will also need proof of address and date of birth of the child/children.

The Common Application Form must be returned to the school admissions team for the Local Authority where you live. The school’s Supplementary Information Form must be returned to the school. The closing date for receiving applications is 15th January 2018.

All applications will be considered in line with our published admission arrangements. The outcome of your application will be sent to you by your local authority. Unsuccessful applicants will be placed on the waiting list.

Parents can defer entry for their child until their child is of statutory school age. Parents wishing to do this are advised to discuss the arrangements with the Head Teacher.

Over subscription criteria

Where there are more applications than places available the Governors will make offers of places in accordance with the following criteria in order of priority.

1. Looked After children (who are defined as children under the care of the Local Authority), includes previously looked after children who have been adopted, or made subject to a residence order, or special guardianship order immediately following having been looked after, will be given priority.

2. Children of families who regularly worship at St Mary’s Parish Church (Willesden).

3. Children who will continue to have a sibling at the school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Children whose families are faithful and regular worshippers of Christian denomination recognised by Churches Together in Britain and Ireland or the Evangelical Alliance.

5. Children whose families are faithful and regular worshippers of other Christian denominations and who live within the parish boundaries.

6. Children whose families are faithful and regular worshippers of Christian denomination recognised by Churches Together in Britain and Ireland or the Evangelical Alliance, and who live outside the Parish boundaries.

7. Children whose families are faithful and regular worshippers of other Christian denominations and who live outside the parish boundaries.

8. Children who live within the Parish boundaries and whose parents have chosen this Church school for the type of education it offers.

9. All other applicants.

When deciding between applicants who, have equal entitlement under the above criteria, the Governors will have regard to the proximity of the applicant’s home to the school, using the shortest measured walking distance using road networks including by public right of way from the main school gate to the front door of the home. For this purpose communal access to flats are not classed as front doors. 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.

Notes

Church Attendance

The Governor’s define regular worshippers as those who attend Church at least once a fortnight over a period of at least the past year. This refers to criteria 2, 4, 5, 6 and 7. When applying under these criteria a minister’s reference form must be completed and signed and handed in with your application.

Parish boundaries

A map of the Parish boundaries is attached to the school’s Supplementary Information Form.

Parents/family members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to family attendance at church, it is sufficient for just one parent to attend. Family members include only parents and siblings.

Split residence

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address will be used for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Twins, triplets and other children of multiple births

In the event that the school has one place to offer and the next child is one of twins, triplets or other children of multiple births, the Governing Body will in the first instance consider admitting all the children if the school’s resources at the time can accommodate it. Should that not be possible, the Governing Body will randomly select the child to offer the place to. Parents/Carers will have the right to choose which child has the place instead of the child initially randomly selected.
Late applications
Late applications will be accepted if Reception classes have not reached their full capacity. In the event of the Reception classes being oversubscribed, the application will be placed on the waiting list in order of priority according to the over-subscription criteria.

In-year admissions
Applications for In-Year admissions (those made outside the normal admissions period) are made directly to the school. If a place is available and there is no waiting list then the Local Authority will communicate to the governing body’s offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the over-subscription criteria, with the modifications that children without an offer of a school place are given priority immediately after other ‘looked-after’ children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

Admission of students with an Education, Health and Care Plan (EHCP)
The admission of children with an Education, Health and Care Plan (EHCP) follows a separate process involving consultation between parents/carers, professional advisers, the school and the local authority. Applications for such children should not be made through the normal admissions process.

Waiting lists
Waiting lists will be maintained throughout the school year by the Governing Body. 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 over-subscription criteria. This means that a child’s position on 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 at the end of the academic year.

When a place becomes available the Governing Body will decide who is at the top of the list and advise the local authority. The child’s home Local Authority will then inform the parent that the school is making an offer.

Appeals
Any parent whose child is not offered a place at St Mary’s may request that an appeal be heard by an independent panel by writing to The Clerk to the Governors at St Mary’s C. E Primary School within 20 school days of the decision not to offer a place. Appeals will be heard within 40 school days of the appeal being lodged, or before the end of the summer term, whichever is sooner. Appeals made outside this time may not be able to be heard in time for the start of the following school year.

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

Admissions
St Mary’s is a Catholic voluntary aided school in the trusteeship of the Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Preference will be given to Catholic children whose application is accompanied by a Baptismal Certificate and a Certificate of Catholic Practice from the Parish Priest at the Church where the family usually worships. Verification of address may also be required.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018. The Published Admission Number (PAN) for the school is 60.
a multiple birth would cause the school to rise above its PAN (Published Admission Number), both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 children per teacher, the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

Note: Address used will be the address where the child spends 50% or more of the school week.

**Tie breaker**

Where all else is equal, higher priority will be accorded to the child living nearest to the school, the distance being measured by a straight line from the front door of child's house to the main entrance of school. Where there are applicants living in flats at the same address, the distance will include the distance from the front door of the flat within the building i.e. the flat nearest to the main door to the building will have priority. This distance is measured by the Local Authority.

**Pupils with an education, health and care plan (EHCP)**

The admissio of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Please ask the school for further information. Pupils with this school named in their EHCP Plan will be admitted.

**Fair access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has the power even when admitting the child would mean exceeding the published admission number.

**Admissions for reception**

All applicants must complete a Local Authority e-admissions form on line from the Local Authority in which they live. Paper forms (Common Application Forms (CAF)) can be obtained from your LA and returned to your Council by the annually published closing date. In addition to the on line Local Authority Form you should also complete St Mary's forms as follows:

- St Mary's Supplementary Information Form (SIF);
- Certificate of Catholic Practice (if applicable).

The Supplementary Information Form (SIF) is obtainable from the school and the SIF is also available from the LA offices and the LA website (www.brent.gov.uk). You can collect the form from the school or contact the school and ask for it to be sent to you.

The completed St Mary's form should be returned along with a copy of the child's baptismal certificate and to St Mary's School by the closing date which will be 15th January 2018.

If you do not complete both the CAF and SIF and return them by the closing date, the Governing Body may be unable to consider fully your application and it is very unlikely that your child will get a place at the school.

The closing date for applications will be 15th January 2018 and notification letters will be sent out by the Local Authority on behalf of the Governors on 16th April 2018. This information is available from the Brent website www.brent.gov.uk. St Mary's abides by this timetable.

1. If the application for a place in school is unsuccessful you have the right of appeal to an independent appeal panel.
2. If you wish to appeal against non-admission please do so in writing to the Chair of Governing Body, care of the school.
3. Appeals should be lodged by 25th May 2018. Applicants will receive at least 10 school days’ notice of their appeal hearing date.
4. In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. The waiting list will be held open for one school year.

**In-year admissions**

Applications for In-Year admissions are made directly to the school where there is no waiting list the Local Authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the over-subscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic ‘looked after’ children; similarly, other children without an offer of a school place are given priority immediately after other ‘looked after’ children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the over-subscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list so that an offer can be made.

**Children educated outside their chronological age group (except Reception applications for summer born children)**

Parents may apply for their child to be educated outside their chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

**Certificate of catholic practice**

Applicants applying under criteria 2 and 3 should submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. You will need to get a Certificate of Catholic Practice form signed for each Catholic school that you are applying to.

**Reception year deferred entry**

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

**Summer born children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications.
Applications and allocation of places

The school Governing Board has sole responsibility for admissions to this school and intends to admit 60 pupils, the Published Admissions Number (PAN), to the Reception classes in the school year that begins in September 2018, from the applications received. Applications are invited for September 2018 from families whose child attains 4 years of age between 01/09/2017 and 31/08/2018. Offers of places will be sent to parents by the Local Authority on behalf of the Governors on or about 15th April 2018.

All applicants must complete a Common Application Form (CAF) available online or from the Local Authority (LA) offices for the area in which you live; this must be completed and returned to the LA. All applicants must also complete a Supplementary Information Form (SIF) and return this to the school if they want to be considered as a Catholic applicant. Preference will be given to baptised Catholic children, and proof of Baptism will be required. In order to be considered under criterion 2,3,4 or 5 you must complete a Certificate of Catholic Practice which is available from the parish and from the Diocesan website. The SIF is obtainable from the school and from the LA offices and the LA website.

If you do not complete the forms and return them by 15th January 2018, the Governing Board may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will not be considered until all offers have already been made.

St Robert Southwell Catholic Primary School is committed to taking its fair share of vulnerable children who are hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, Governors are empowered to give absolute priority to a child where admission is requested under any local protocol, if this carries the agreement of both the Governing Board and the Diocese for the current admission year. The Governing Board has this power even when admitting such a child would exceed the normal admission number.

Application procedures and timetable

The completed CAF must be submitted to the LA by the publicised closing date, 15th January 2018, and the SIF and Certificate of Catholic Practice must be returned to the school by that same date. Notification letters will be sent out by the LA on behalf of the governors on 16th April 2018.

Admissions Criteria

St. Robert Southwell Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Board as part of the Catholic Church in accordance with its trust deed and instrument of Government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeate every aspect of the school’s activity; therefore it is essential that the Catholic character of the school’s education be fully supported by all families in the school. All families applying are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. There is no priority for children currently attending the nursery in the over-subscription criteria; they must make an application in the normal way. Applications and allocation of places

The school Governing Board has sole responsibility for admissions to this school and intends to admit 60 pupils, the Published Admissions Number (PAN), to the Reception classes in the school year that begins in September 2018, from the applications received. Applications are invited for September 2018 from families whose child attains 4 years of age between 01/09/2017 and 31/08/2018. Offers of places will be sent to parents by the Local Authority on behalf of the Governors on or about 15th April 2018.

All applicants must complete a Common Application Form (CAF) available online or from the Local Authority (LA) offices for the area in which you live; this must be completed and returned to the LA. All applicants must also complete a Supplementary Information Form (SIF) and return this to the school if they want to be considered as a Catholic applicant. Preference will be given to baptised Catholic children, and proof of Baptism will be required. In order to be considered under criterion 2,3,4 or 5 you must complete a Certificate of Catholic Practice which is available from the parish and from the Diocesan website. The SIF is obtainable from the school and from the LA offices and the LA website.

If you do not complete the forms and return them by 15th January 2018, the Governing Board may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will not be considered until all offers have already been made.

St Robert Southwell Catholic Primary School is committed to taking its fair share of vulnerable children who are hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, Governors are empowered to give absolute priority to a child where admission is requested under any local protocol, if this carries the agreement of both the Governing Board and the Diocese for the current admission year. The Governing Board has this power even when admitting such a child would exceed the normal admission number.

Application procedures and timetable

The completed CAF must be submitted to the LA by the publicised closing date, 15th January 2018, and the SIF and Certificate of Catholic Practice must be returned to the school by that same date. Notification letters will be sent out by the LA on behalf of the governors on 16th April 2018.

Admissions Criteria

St. Robert Southwell Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Board as part of the Catholic Church in accordance with its trust deed and instrument of Government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeate every aspect of the school’s activity; therefore it is essential that the Catholic character of the school’s education be fully supported by all families in the school. All families applying are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. There is no priority for children currently attending the nursery in the over-subscription criteria; they must make an application in the normal way.

Criteria in the event of over-subscription

Where there are more applicants for places than the number available, places will be offered according to the following order of priority:

1. Catholic ‘looked after’ children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised children of members of staff with a Certificate of Catholic Practice, where the member of staff has been a permanent employee of the school for at least two years at the time of application.
3. Baptised Catholic children with a Certificate of Catholic Practice who have siblings at the school at the time the child would be admitted onto the school roll.
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Sebastian and St Pancras.
6. Other Baptised Catholic children.
7. Other ‘looked after’ children and children who have been adopted or made subject to child arrangements orders.
8. Other children who will have a sibling at the school at the time the child would be admitted onto the school roll.
9. Children of Catechumens and children from other Christian Churches whose application is supported by a Minister of their religion.
10. Other children.

Multiple applications from the same family

Where the final place is offered to a child who has a twin/triplet etc. applying for a place in the same school year, these siblings will also be admitted, as an exception to the infant class size limit.

Exceptional need

The Governing Board will give top priority, within each category, to a child who has exceptional social, medical, pastoral or other needs that can only be met at this school. You must state this at the time of application on the SIF. Along with your application you should submit supporting evidence which sets out the particular reason why St Robert Southwell is the most suitable school and the difficulties that could be caused if your child has to attend another school. Supporting evidence must be in the form of a report from an appropriate professional, like a doctor, social worker or priest and be submitted together with your application forms.

The admission of summer born children

Parents may now request that their summer born child, i.e. a child born between 1st April - 31st August be admitted to Reception in the September following his/her 5th birthday. Parents should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same way as all other applications and ranked according to the over-subscription criteria. There is no guarantee that an offer will be made.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the over-subscription criteria will be applied.

Reception year deferred entry

Applicants may defer entry to school up until statutory school age, i.e., the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

Tie breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places, up to the admissions number, will be offered to those living nearest to the school. The school will adopt the LA’s method of measuring distance between the school gate and the front door of the home address, using a computer to calculate the distance in a straight line. Where there are applicants living in flats at the same address, the distance will be calculated as the straight line distance between the school gate and the front door of the home address.
include the distance from the front door of the flat within the building, i.e., the flat nearest the main door of the building will have priority.

**Nursery admissions**

There is a separate admissions process for entry to the Nursery.

**In-year admissions**

In year applications are made directly to the school. Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, the Local Authority (LA) will be informed, the Common Application Form (CAF) and the Supplementary Information Form (SIF) will be completed and the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the Governing Board in accordance with the over-subscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic ‘looked after’ children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Board, in the order of the over-subscription criteria and not in the order in which the applications are received. The waiting list will be held open for at least one school year. When a place becomes available, the Governing Board will decide who is at the top of the list and make an offer.

**Appeals**

Unsuccessful applicants will be given, on request, reasons relating to the over-subscription criteria listed above and advised of their right to appeal to an independent appeal panel. There is no right of appeal for Nursery applications.

The closing date for appeals of the decision not to allocate a place is 26th May 2018 and must be set out on an appeal form available from the school. Other documents may be sent in support of an appeal but must be received no later than seven days before the hearing. Parents will be given ten school days notice of the appeal hearing and be sent the school’s reason for not allocating a place at least seven days before the hearing. Appeal hearings held to consider cases arising from on time applications for a place at secondary transfer will be heard within 40 school days of the deadline for appeal. The appeal panel will give its decision in writing, together with the reasons, to parents within ten school days of the hearing.

**Waiting list**

In addition to the right of appeal for school places, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. This waiting list will be held open for at least one school year. Applications held on the waiting list after one school year will be ranked according to the over-subscription criteria which is current at the time the waiting list is ranked.

**Pupils with education, health and care plans (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC Plan) is dealt with by a completely separate procedure. This procedure is integral in making and maintaining Statements by the pupil’s home LA. Children with this school named in their EHC Plan will be admitted. Details of this separate procedure are set out in the SEND Code of Practice. Please see your Health Visitor and the Headteacher for more information.

**Children educated outside their chronological age group**

(except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

**Certificate of Catholic practice**

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the parish or from the diocesan website. http://www.catholiceducation.org.uk/guidance-for-schools/admissions

**Notes**

(these notes form part of the over-subscription criteria)

**Parent** the person or persons who have legal responsibility for the child.

**Looked after** has the same meaning as in section 22 of the Children Act 1989 and means any child in the care of a LA or provided with accommodation by them (e.g. children with foster parents).

**Adopted** an adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**Child Arrangements Order** a Child Arrangements order is an order under the terms of the Children Act 1989 s.8 setting the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

**Special Guardianship Order** A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

**Catholic** means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

**Certificate of Catholic Practice** a Certificate signed by a Catholic priest to verify Catholic practice.

**Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

**Christian** for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

**Resident in the parish** to be considered a resident in the parish, the applicant’s address must be within the parish boundary line which is denoted on the Westminster Diocese parish boundary map – April 2003. This is the Parish of St Sebastian and St Pancras, Kingsbury Green, Hay Lane, Brent Deanery. A copy of this map is posted in the lobby of St Sebastian and St Pancras Parish Church. A copy is also available from the school and it can be viewed online: www.rcdow.org.uk/fileupload/sitebuilder boundaries/Kingsburygreen

**Sibling** includes stephalf brothers or sisters living at the same address.

**Residential Address** this is where the child lives for 50% or more of the school week.

**Distance from school** means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Board will draw lots in the presence of an independent witness.
Sudbury Primary School

www.sudbury.brent.sch.uk

Head teacher: Mrs Beth Ragheb
Warford Road, Wembley, London, HA0 3EY
Tel: 020 8385 4444 Fax: 020 8385 4441
Email: admin@sudbury.brent.sch.uk

Admissions enquiries to: Mrs Stella Bowes
Academy Age range: 3-11 years

Number of pupils at the school in January 2017: 928
Number of Reception places for 2018: 120
Number of on-time applications received for September 2017 admissions: 311

Physical accessibility: High Lift to first floor, ramps to external doors
Breakfast club (BC) or After school club (ASC): ASC

How places were offered for 2017: Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: No

Introduction
The Academy Trust is the Admission Authority for the school. The Academy Trust 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 Brent since this is the Local Authority area within which the school is situated.

Admission number
The published admission number for Reception Year Group entry will be 120. There are 90 part time nursery places.

Making Application
Copies of the School Prospectus are available directly from Sudbury Primary School. Parents wishing to make application will however need to do so using the common application form (CAF). These forms are available on line from the Local Authority from 1st September 2017 and the closing date for application will be 15th January 2018. Children will start school at the beginning of the academic year in which their fifth birthday falls. The offer letters will be sent out on 16th April 2018.

Late applications
Initial offers will be made to those children whose parents applied before the designated closing date for applications. Late applications will be received by the Local Authority but will not be considered by the Academy Trust for admission until after those submitted on time have been determined. This means that late applications may jeopardize the chance of gaining a school place.

Repeat applications
It will be the policy of the Academy Trust not to consider repeat applications in the same academic year unless there is a material change of circumstances.

Criteria for admission
Where there are more requests for admission than places available Local Board Governors will use the following criteria (or admission rules) to determine which children are offered places. These criteria are applied in priority order:

1. Looked After Children (children in public care) who were looked after or ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

An application for admission to school must provide evidence of being in public care or previously in care prior to adoption. Usually this will be evidenced by the child’s social worker.

2. Children for whom it is essential to be admitted to Sudbury Primary School because of special circumstances to do with significant medical needs, social needs or special educational needs. Anyone can make an application under this criterion; however the application must be supported with a recommendation in writing from a recognised professional of senior status, medical consultant, Headteacher of another school or other appropriate officer. The recommendation for Sudbury Primary School should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the child be admitted here. This criterion must relate to the child’s medical, social or special needs and not those of another member of the family.

3. Siblings of a child who already attends Sudbury Primary School and who will continue to do so on the date of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Children of staff. To qualify for this criterion the member of staff concerned must have been employed by the Academy Trust at Sudbury Primary School for at least two years at the date of application, or have been recruited to be a post where there is a demonstrable skills shortage.

5. Children living in the school’s catchment area. Each school is allocated a catchment area which has been established by the Local Authority. A map showing the roads in the Sudbury Primary School catchment area is available on request from the Local Authority and the school.

6. Children living outside the school’s catchment area. Children who do not fall into any of the previous categories can apply.

Tie breaker:
In the event of over subscription in any of the criteria (or sub criteria), places will be allocated according to the proximity of the pupil’s home to the school measured by the shortest distance. The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s post code. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LPG (Local Land Property Gazetteer) and is accurate to 1 metre.

Children with a statement of special educational need or education, health and care plan
The law requires Governors to admit pupils with a statement of special educational need or an Education, Health and Care Plan where the Local Authority has specifically named Sudbury Primary School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where they are a late application to the school or applications to year groups another than the normal point of entry, the Academy Trust can be required by the Local Authority to admit even if the admission number has been reached.

Twins, triplets and other children of multiple births
In the event that the school has one place to offer and the next child on the list is one of twins, triplets or other children of multiple births, the Academy Trust will offer places to them all recognising that this will not constitute a new admission number and the school will revert to its published admission number as children leave.

Residence
By completing the common application form supplied by Brent, parents seeking admission for their children are confirming that the address they are giving is their child’s permanent residence. If parents change address after completing the common application form they MUST notify the school and Brent Council immediately. It is important to give the correct address because if a place is offered on the basis of an incorrect address, the place will be withdrawn.

Where a child lives with parents with shared responsibility, each for part of the 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 where the child spends the majority of the school week.

Waiting lists
Unsuccessful applicants will be placed on the school’s waiting list which will be maintained for the remainder of the school year for which admission is sought. The waiting list will be maintained in order of how the application meets the admission criteria and not by length of time on the list. This means that a child’s position on the list can go up and as well as down depending on the child’s circumstances and those of other children on the list.

The waiting list will be closed at the end of each academic year and parents who wish their children’s name to remain on the list will need to write to the school to advise them.

Applications In Previous Years
In 2017 the number of applications for Reception Year Group admission received on time was 311.
Applications for entry to other year groups

Applications received for entry into other year groups will be considered on the basis of any available vacancies and the criterion into which they fall. Parents will however need to be aware that at the time of drafting this policy all year groups are full. Application for these year groups will be made via the Local Authority.

Right of appeal

Where a child has been refused a place at the school, parents will be advised of their right to appeal against the decision of the Academy Trust to an Independent Appeal Panel. This will be convened by the Academy Trust and clerked by an independent clerk. Parents will be asked to contact the school within 20 school days of the date the place has been refused to advise of their intention to submit an appeal. They will then be given an appeal form to complete and lodge back with the school within 40 school days of the closing date for receipt of appeals. Hearings will be arranged within a further 10 school days which will be the closing date for receipt of appeals.

Equal opportunities

In dealing with applications for admission Local Board Governors will have full regard to equal opportunities legislation.

Named contact

Parents seeking more information about these admissions arrangements should contact the school office and ask to speak to Mrs S Bowes.

Admission to nursery

The Academy Trust will follow these same criteria for admission to nursery. There will not differentiation in any of the criteria between residents of Brent or other authorities.

The Kilburn Park School

www.kilburnpark.brent.sch.uk

Head teacher: Mr Laurence Keel
Malvern Road, Kilburn, London, NW6 5RG
Tel: 020 7624 7603
Email: admin@kilburnpark.brent.sch.uk
Admissions enquiries to: Mrs Geraldine Brenn
Email: gbreen@kilburnpark.brent.sch.uk / admin@kilburnpark.brent.sch.uk
Foundation Age range: 7-11 years
Number of pupils at the school in January 2017: 194
Number of Junior places for 2018: 60
Number of on-time applications received for September 2017 admissions: 54
Physical accessibility: High Lift to upper floor
Breakfast club (BC) or After school club (ASC): 8 C
How places were offered for 2017:
Information about how Reception places were offered in 2017 is available online at www.brent.gov.uk/2017offers
Do parents need to complete a Supplementary Information Form?: No

Admissions Criteria

Our Policy is to fairly and openly consider every application to The Kilburn Park School Foundation regardless of ethnicity, gender, ability or religious belief. If you wish to make an application for this school you will need to contact your local council. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions.

All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Governing Body. Unsuccessful applicants will be placed on the waiting list.

Please note that there is no automatic transfer from Carlton Vale Infant School to Kilburn Park Junior School.

Waiting 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 over-subscription 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 to Brent Council's School Admission Service.

Over-subscription Criteria

If we are oversubscribed the following criteria will be applied, in the order set out, to decide which children to admit:

1. 'looked after children' or previously 'looked after children'. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted.

2. Siblings (brothers or sisters) of children currently attending the school; and will continue to do so on the date of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

3. The children who transfer from Carlton Vale Infant School, which is on an adjacent site.

4. 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 Governing body.

5. Any other applicants.

Tie breaker

Within each criterion those living nearest the school will have priority. The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admission software, uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

Home residence is considered as the address where the pupil spends the majority of time during term time. 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.

Please note: 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 policy of the school is not to separate them even if this means that the school will temporarily go over the published Admissions Number.

Appeals

If you are not offered a place and wish to appeal, you need to appeal in writing to the Chair of Governors within 20 school days of receipt of the letter. An independent panel of three members will meet to hear the appeal within 30 school days of the receipt of the appeal.

Casual admissions

Casual Admissions will be coordinated through the school.

Section 4 – Additional Information

Contact Information

Brent School Admissions
- For information and enquires about school admissions and how to apply.
  Tel: 020 8937 3110 (lines are open 11am to 5pm)
  Email: school.admissions@brent.gov.uk
  www.brent.gov.uk/admissions

Brent Customer Services
- Help and computer access to make your application
  Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

Neighbouring local authorities
- Barnet
  Tel: 020 8359 7651
  Email: school.admissions@barnet.gov.uk
  www.barnet.gov.uk/schooladmissions
- Camden
  Tel: 020 7974 1625
  Email: admissions@camden.gov.uk
  www.camden.gov.uk/admissions
- Ealing
  Tel: 020 8825 5522
  Email: mainroundadmissions@ealing.gov.uk
  www.ealing.gov.uk/admissions
- Hammersmith and Fulham
  Tel: 020 7745 6434
  Email: school.admissions@llhf.gov.uk
  www.llhf.gov.uk/schooladmissions
- Harrow
  Tel: 020 8901 2620
  Email: schooladmissions@harrow.gov.uk
  www.harrow.gov.uk
- Hillingdon
  Tel: 01895 556 644
  Email: admissions@hillingdon.gov.uk
  www.hillingdon.gov.uk/schooladmissions
- Kensington and Chelsea
  Tel: 020 7745 6432
  schooladmissions@rbkc.gov.uk
  www.rbkc.gov.uk/schools/admissions
- Westminster
  Tel: 020 7745 6433
  schooladmissions@westminster.gov.uk
  www.westminster.gov.uk/admissions

Department for Education
- The government department responsible for schools and education.
  Tel: 0370 000 2288
  www.education.gov.uk

Ofsted
- Ofsted inspect and report on the standards of schools, childminders and local authorities.
  Email: enquiries@ofsted.gov.uk
  www.ofsted.gov.uk

Applicants with special educational needs

Brent Council’s policy is that children with Special Educational Needs (SEN) or Education, Health and Care plans (EHCP) should attend their local primary school wherever possible. A small number of children who have the most complex needs attend a special school or have special provision attached to a mainstream school. The majority of children with SEN attend their local primary school. The Special Educational Needs Assessment Service (SENAS) will discuss this with parents and provide information regarding the most appropriate placements for individual children.

Admission arrangements for children without a Statement or EHCP

Children who have SEN but do not have a Statement or EHCP will transfer to primary or junior school through the coordinated admission procedures. The Code of Practice on School Admissions states: “Children with SEN but without Statements or Education, Health and Care plans must be treated as fairly as other applicants. Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her SEN”. Admission authorities must consider applications from children who have SEN but no Statement or EHCP, on the basis of the school’s published admissions criteria. All mainstream schools receive funding to provide extra help for children with SEN.

Admission arrangements for children who are undergoing statutory assessment

It is vital that you apply for a place in the usual way through completing the normal Common Application Form (CAF).

Admission arrangements for children with statements or EHCPs

The main admission criteria and application processes do not apply to children who have a Statement of Special Educational Needs or EHCP. The Local Authority will apply for places on behalf of all such children. Parents are welcome to visit schools. You should contact schools directly to arrange this. Where parents want to express a preference for a maintained mainstream school, the council must in accordance with Schedule 27 of the Education Act 1996, name the parent’s preferred choice of school unless:

a. The school is unsuitable to the child’s age, ability, aptitude or special educational needs or
b. The child’s attendance at the school would be incompatible with the efficient education of other pupils or the efficient use of resources.

If parents are not happy with the school the Council proposes to name in Section I of the Education, Health and Care Plan they should discuss this, in the first instance, with the Special Educational Needs Assessment Service.
Special schools and specialist units/centres in Brent

Special schools in Brent cater for the small number of children who have complex needs that cannot be met at their local primary school. All applications to special schools must be made in conjunction with the Special Educational Needs Assessment Service (SENAS). You cannot apply directly to these schools. The information provided below is designed to inform parents of the provision available in Brent.

### Manor Special School
- **Head teacher:** Mrs Jayne Jardine
- **Address:** Chamberlayne Road, Kensal Rise, London, NW10 3NT
- **Tel:** 020 8968 3160
- **Fax:** 020 8968 3075
- **Email:** admin@manor.brent.sch.uk
- **Website:** www.manschoolbrent.co.uk
- **Age range:** 4-11

A special school offering provision for pupils with moderate/severe learning difficulties, social and communication disorders and autism.

### Phoenix Arch School
- **Head teacher:** Ms Jude Towell
- **Address:** Drury Way, Neasden, London, NW10 0NQ
- **Tel:** 020 8451 6961
- **Fax:** 020 8830 1352
- **Email:** admin@phoenixarch.brent.sch.uk
- **Website:** www.phoenixarchschool.co.uk
- **Age range:** 5-11

A school for autism and associated social communication disorders. The Phoenix Arch seeks to provide a caring, safeguarded learning environment which encourages children to discover and develop their talents and skills so that they can realise their full potential.

### Kingsbury Green Primary School
- **Hearing Impaired Unit**
- **Head teacher:** Ms Laura Wynne
- **Teacher in Charge:** Anita Tahmassebbi
- **Address:** Old Kenton Lane, London NW9 9ND
- **Tel:** 020 8204 6423
- **Email:** office1@kingsburygreen.brent.sch.uk
- **Age range:** 3-11

This is an additionally resourced provision for children with hearing impairment.

### Oakington Manor
- **Additionally Resourced Provision**
- **Head teacher:** Mrs Sylvie Libson
- **Teacher in Charge:** Mrs S Nuttall
- **Address:** Oakington Manor Drive, Wembley, Middlesex HA9 6NF
- **Tel:** 020 8902 2871
- **Fax:** 020 8903 6139
- **Email:** admin@oakmanor.brent.sch.uk
- **Website:** www.oakmanor.brent.sch.uk
- **Age range:** 3-11

This is an additionally resourced provision for children with speech and language impairment and children with Autistic Spectrum Disorders (ASD).

### Fawood Children’s Centre
- **Head teacher:** Jackie Marsh (Acting headteacher)
- **Teacher in Charge:** Joanne Blake
- **Address:** 35 Fawood Avenue, Harlesden, London, NW10 8DX
- **Tel:** 020 8965 9334
- **Fax:** 020 8453 6549
- **Email:** admin@fawoodcc.brent.sch.uk
- **Part-time age range:** 4-13

This is an additionally resourced provision for children with Autistic Spectrum Disorders (ASD).

### Specialist outreach services

Where children do not attend a specialist provision, Brent outreach teams offer a continuum of specialist support to pupils and schools which is flexible in nature and tailored to meet individual needs.

Pupils who access these services have a medical diagnosis of either significant hearing impairment, visual impairment or autistic spectrum disorder and may also have a Statement of SEN or an Education, Health and Care Plan.

Brent Defacto and Hearing Impairment Service (BDHIS) Head of Service: Ms Emma Dudley
Team Leader: Mrs Milly Mastroianni
Tel: 020 8937 5107

Brent Visual Impairment Service (BVIS)
Team Leader: Mr Paul Fielding
Tel: 020 8937 3312

Brent Outreach Autism Team (BOAT)
Team Leader: Ms Clare Henshaw
Tel: 020 837 4659

### Home to school travel

In London, travel is free on buses for children up to 18 years of age. Where it is possible for a child to travel to school free of charge the council would expect that option to be taken. However, where a journey is considered too long (more than an hour by bus) or too complicated (more than two changes) to be undertaken by bus the council will provide assistance with tube or train fares for low income families in the circumstances as follows:

- For children of primary age, transport will only be provided to the nearest suitable school, but for those from low income families aged 8-11, local authorities must ensure that free transport is provided for children living more than two miles from the school.

- For children of secondary age, local authorities must ensure that those from low income families have free transport to any one of the three nearest suitable schools where the distance travelled is between two and six miles. Local authorities must also ensure that transport is provided to the nearest school preferred on the grounds of religion or belief where this is between two and 15 miles away.

Low income families are those whose children are entitled to free school meals or who are in receipt of their maximum level of Working Tax Credit. The council will consider all applications submitted. Application forms are available from Brent School Admissions, Brent Civic Centre, Engineers Way, Wembley HA9 0FI or by telephone 020 8937 3110.

### Free school meals/Pupil Premium

If your child attends a Brent school and you are in receipt of one of the following benefits, you are eligible to apply for free school meals for your children:

- **Income Support (IS)**
- **Income Based Jobseekers Allowance (IBJSA)**
- **Income-related employment and support allowance (IRESA)**
- **Child Tax Credit**, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty’s Revenue and Customs, which does not exceed £16,190
- **Guaranteed Element of State Pension Credit**
- **Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)**
- **Support under part VI of the Immigration and Asylum Act 1999**
- **Universal Credit**

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals. Children under the compulsory school age who are in full-time education may also be entitled to receive free school meals.

When you apply you must provide your national insurance number.
insurance (NI) or NASS number and DOB in order for us to check your eligibility with the Department for Education, Eligibility Checking System (ECS).

Application forms are available from Brent School Admissions Service on 020 8937 3110 or visit: Brent Civic Centre, Engineers Way, Wembley HA9 0FJ.

**Private fostering**
- If a child or young person under the age of 16 (or 18 if they have a disability) is living for more than 28 days with someone other than a close family member*, this is known as a private fostering arrangement. *A close family member is a grandparent, aunt or uncle, sibling or step-parent (either by blood or marriage).
- There is a duty on parents and carers entering into private fostering arrangements to notify the council. This is in order to safeguard and protect the child’s welfare as well as ensuring that the child, carer and parent are receiving appropriate support and help.
- If you know or suspect that a child is being cared for in a Private Fostering arrangement, please call the Brent Placement Assessment and Recruitment Team (PART) on 020 8937 2749 to make a referral.

**Data Protection**
Information parents provide when applying for a school place will be used for registered purposes under the Data Protection Act 1998 and will be entered on a secure computerised database. The information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes and can only be passed to specific people.

The defined purposes are:
- Administering the admissions process as set out in the Admissions Guidance 2018 online booklet relevant to your application.
- Preventing fraud or criminal offence or to ensure the safety of any child.
- To ensure the council fulfils its statutory obligation to provide every child within the area with a suitable school place.

The people who may receive the information are:
- The current school (if any).
- The school to which the pupil is to be admitted.
- Other admission authorities so as to ensure that parents have provided consistent information and do not hold on to more than one offer of a place.
- Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.