

## Guidelines – Please read these notes before completing the Primary In Year Application Form 2020/21.

**Introduction** - In Year applications for the following schools in Brent must be made to the local authority, Brent Council

DfE Number	School Name	Address	SIF required	Type of School
304 2000	Anson Primary School	Anson Road, London NW2 4AB	No	Community
304 2049	Barham Primary School	Danethorpe Road, Wembley HA0 4RQ	No	Community
304 2058	Braintcroft E-Act Primary Academy	Warren Road, London NW2 7LL	No	Academy
304 2003	Brentfield Primary School	41- 43 Meadow Garth, London NW10 0SL	No	Community
304 2006	Byron Court Primary School	Spencer Road, Wembley HA0 3SF	No	Community
304 2007	Carlton Vale Infant School	Malvern Place, Kilburn NW6 5PX	No	Community
304 2068	Chalkhill Primary School	Barnhill Road, Wembley HA9 9YP	No	Community
304 3301	Christ Church CofE Primary School	Clarence Road, London NW6 7TE	Yes	Voluntary Aided
304 2056	Donnington Primary School	Uffington Road, Willesden NW10 3TL	No	Community
304 2055	Elsley Primary School	Tokyngton Avenue, Wembley HA9 6HT	No	Community
304 2074	Fryent Primary School	Church Lane, Kingsbury NW9 8JD	No	Community
304 2022	Gladstone Park Primary School	Sherrick Green Road, London NW10 1LB	No	Academy
304 2017	Harlesden Primary School	Acton Lane, London NW10 8UT	No	Community
304 5949	Islamia Primary School	129 Salusbury Road, London NW6 6PE	Yes	Voluntary Aided
304 2035	Kilburn Grange School	Priory Park Road, Kilburn, London NW6 7UJ	No	Free School
304 2024	Kingsbury Green Primary School	Old Kenton Lane, Kingsbury NW9 9ND	No	Community
304 2028	Leopold Primary School	Hawkeshead Road, London NW10 9UR	No	Community
304 9901	Leopold Primary School - Gwenneth Rickus Site	Gwenneth Rickus Building, 242 Brentfield Road, London NW10 8HE	No	Community
304 2031	Lyon Park Primary School	Vincent Road, Wembley HA0 4HH	No	Community
304 2033	Malorees Infant School	Christchurch Avenue, London NW6 7PB	No	Community
304 5202	Malorees Junior School	Christchurch Avenue, London NW6 7PB	No	Foundation
304 2066	Mitchell Brook Primary School	Bridge Road, London NW10 9BX	No	Community
304 2073	Mora Primary School	Mora Road, Cricklewood, London NW2 6TD	No	Community
304 2019	Mount Stewart Infant School	Carlisle Gardens, Kenton, Harrow HA3 0JX	No	Community
304 2018	Mount Stewart Junior School	Mount Stewart Avenue, Kenton, Harrow HA3 0JX	No	Community
304 2064	Newfield Primary School	Longstone Avenue, Willesden, London NW10 3UD	No	Community
304 5201	North West London Jewish Day School	180 Willesden Lane, London NW6 7PP	Yes	Academy
304 2034	Northview Primary School	Northview Crescent, London NW10 1RD	No	Community
304 2071	Oliver Goldsmith Primary School	Coniston Gardens, Kingsbury NW9 0BD	No	Community
304 2038	Park Lane Primary School	Park Lane, Wembley HA9 7RY	No	Community
304 2039	Preston Park Primary School	College Road, Wembley HA9 8RJ	No	Community
304 2042	Roe Green Infant School	Princes Avenue, Kingsbury NW9 9JL	No	Community
304 2041	Roe Green Junior School	Princes Avenue, Kingsbury NW9 9JL	No	Community
304 9902	Roe Green Infant - Strathcona Site	Strathcona Road, Wembley HA9 8QL	No	Community
304 2070	Salusbury Primary School	Salusbury Road, London NW6 6RG	No	Community
304 2076	Sudbury Primary School	Watford Road, Wembley HA0 3EY	No	Academy
304 2057	The Stonebridge School	Shakespeare Avenue, London NW10 8NG	No	Community
304 2020	Uxendon Manor Primary School	Vista Way, Kenton, Harrow HA3 0UX	No	Community
304 3605	Wembley Primary School	East Lane, Wembley HA9 7NW	No	Community
304 2053	Wykeham Primary School	Aboyne Road, London NW10 0EX	No	Community

Some schools process their own In Year applications and you need to apply to them directly. Please see list below.

<b>DfE Number</b>	<b>School Name</b>	<b>Address</b>	<b>SIF required</b>	<b>Type of School</b>
304 6906	Ark Academy	Forty Avenue, Wembley HA9 9JR	No	Academy
304 2021	Ark Franklin Academy	Harvist Road, London NW6 6HJ	No	Academy
304 3603	Avigdor Hirsch Torah Temimah Primary School	Park Side, Dollis Hill NW2 6RJ	Yes	Voluntary Aided
304 3507	Convent of Jesus and Mary RC Infant School	21 Park Avenue, London NW2 5AN	Yes	Voluntary Aided
304 2040	East Lane Primary School	East Lane, Wembley, Middlesex HA0 3NT	No	Academy
304 2067	Furness Primary School	Furness Road, Harlesden NW10 5YT	No	Academy
304 3302	John Keble CofE Primary School	Crownhill Road, London NW10 4DR	Yes	Voluntary Aided
304 5200	Oakington Manor Primary School	Oakington Manor Drive, Wembley HA9 6NF	No	Academy
304 3510	Our Lady of Grace RC Infant School	Dollis Hill Avenue, London NW2 6EU	Yes	Academy
304 3500	Our Lady of Grace RC Junior School	Dollis Hill Lane, London NW2 6HS	Yes	Academy
304 3508	Our Lady of Lourdes RC Primary School	Wesley Road, Stonebridge NW10 8PP	Yes	Voluntary Aided
304 5410	Preston Manor School	Carlton Avenue East, Wembley HA9 8NA	No	Academy
304 3303	Princess Frederica CofE Primary School	College Road, London, NW10 5TP	Yes	Voluntary Aided
304 3601	Sinai Jewish Primary School	Shakespeare Drive, Kenton HA3 9UD	Yes	Voluntary Aided
304 2029	St Andrew & St Francis CofE Primary School	Belton Road, Willesden, London NW2 5PE	Yes	Academy
304 3509	St Joseph's RC Infant School	Waverley Avenue, Wembley HA9 6TA	Yes	Voluntary Aided
304 3501	St Joseph's RC Junior School	Chatsworth Avenue, Wembley HA9 6BE	Yes	Voluntary Aided
304 5203	St Joseph's RC Primary School	Goodson Road, London NW10 9LS	Yes	Voluntary Aided
304 3511	St Margaret Clitherow RC Primary School	Quainton Street, London NW10 0BG	Yes	Academy
304 3505	St Mary Magdalen's RC Junior School	Linacre Road, Willesden, London NW2 5BB	Yes	Voluntary Aided
304 3308	St Mary's CofE Primary School	Garnet Road, London NW10 9JA	Yes	Voluntary Aided
304 3602	St Mary's RC Primary School	Canterbury Road, Kilburn NW6 5ST	Yes	Voluntary Aided
304 3506	St Robert Southwell RC Primary School	Slough Lane, Kingsbury NW9 8YD	Yes	Voluntary Aided
304 5204	The Kilburn Park School	Malvern Road, Kilburn, London NW6 5RG	No	Foundation

Most Brent primary schools are very popular and oversubscribed. We cannot guarantee that you will secure a place at a school that you want. There is a process to decide which children get a place when there are more applications than places available. These arrangements must be fair and follow the requirements of the School Admissions Code.

Please note that faith schools will also require completion of a Supplementary Information Form (SIF). SIFs are available from the school or the school's website and must be returned directly to the school.

A place will be offered at the school requested provided there is a vacancy in the appropriate year group. Where the year group is full and it is not possible to meet the parental preference, a place will be offered at the nearest primary school with a vacancy in the year group.

The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel.

Admission of one child to a primary school does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

#### **How to complete this application form**

To help us process your application as quickly as possible, please complete the application form clearly in BLOCK CAPITALS, answering all questions. Not completing the form in full will delay your application.

Any false or deliberately misleading information given on this form and/or any supporting information may make this application invalid and could lead to the offer of a place being withdrawn.

**Fair access protocol** - Brent Council operates an In Year Fair Access Protocol. Under these arrangements children who do not have a school place are prioritised over children waiting to transfer between schools. Children who are taken off roll purely to secure another school place will not be prioritised under the protocol. A copy of this protocol is available on our website or upon request.

### Section 1: Child's details

The child's name entered must be their **legal name** as it is shown on their birth certificate. The child's home address must be the child's **permanent home address** and cannot be a business, child minder's or other family member's address. If you change your address after you send this application to us, you must inform us immediately. Do not send proof of address with your application. Brent Council will check internal council databases in order to verify your address. If we cannot verify your address, we will write to you to request proofs. Entering your council tax reference in this section will speed up the process for Brent residents. Brent Council and staff at the school offered reserve the right to check the information you give.

**If a place is found to have been offered on the basis of an incorrect address, the place will be withdrawn.**

### Section 2: Looked after children/previously looked after children/Adopted from State care abroad

If you are a foster carer looking after a child who is in care you must indicate this. **You must attach a letter** from the child's social worker confirming the child's status as a looked after child.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately after being looked after.

Looked after children have priority and must be admitted to the school promptly. The local authority also has the power to direct the admission authority for any maintained school in England to admit a child who is looked after by the local authority, even when the school is full.

Children who appear to Brent Council to have been in state care outside of England and ceased to be in state care as a result of being adopted will be prioritised after Looked After and Previously Looked After children.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Supporting evidence should be submitted along with your application.

### Section 3: Social/medical

If the child has an **Education, Health and Care plan (EHCP)**, do not complete this form. Instead you should contact Brent Council's Special Educational Needs Assessment Service (SENAS) on 020 8937 3229 or the SEN team of the borough maintaining your child's statement or EHCP.

Please note that if your child has special educational needs, but does not have an EHCP, you must complete this form in the normal way.

Some schools give priority to children with significant social or medical needs. If you state a preference for a particular school because of the medical, social or special educational needs of your child, you must explain how this school alone can meet your child's special circumstances. Along with your application, you should submit independent, professional evidence which sets out the particular reasons why that school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a report from a suitably qualified professional, such as a doctor. 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 that specific school.

**NB:** This criterion relates to the child's medical, social and special needs and not to the needs of any other member of the child's family. Not all schools have this criterion in their admissions arrangements. Decisions regarding whether children fall under this criterion are made by the admissions authority for the school. It is better to send information to support your application. The admissions authority can only consider information it receives. If you do not supply independent, professional evidence it will not be possible to prioritise your application under this rule.

You will also need to tick the box next to each school preference where you wish the social/medical criteria to be considered.

#### **Section 4: Current/previous school**

To ensure that we have full details about your child's previous education, please provide the full name and address of their most recent or current (if wishing to transfer) school, including any schools outside of the UK.

#### **Section 5: Transfer requests between schools**

If your child currently attends a school, please give reasons for requesting a change of school, for example a house move, etc. Please note that the In Year Fair Access Protocol procedures may affect your application (explained at the beginning of the guidance notes).

#### **Section 6: Permanent exclusions**

If your child has ever been permanently excluded from a school you must give full details.

#### **Section 7: School preference**

You can list **up to** six Brent schools which the council manages admissions for, in the order that you would prefer them. See the list on page 1 of this guide. All other applications must be made direct to schools.

The Department for Education (DfE) code should be completed for each school. The code for the 62 Brent schools can be found on page 1 and 2. Use the space provided if you wish to give reasons for your preference of school (this is optional). These can include religious, philosophical, specialist or other reasons.

If your child has a sibling attending the school that you wish to apply for, please give details in the section provided. 'Sibling' refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carers partner living in the same family unit at the same address. Siblings are not cousins or other relatives.

Whenever and wherever possible, children are offered a school from the schools listed on their application, however when there are more applications than there are places, each school must apply their oversubscription (admissions) criteria. These criteria list children in order of priority. The criteria for schools within Brent can be viewed on the website; [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions) or available upon request. For schools outside of Brent please contact the council in which the school is located. Contact information for neighbouring boroughs is listed on page nine.

All voluntary aided (faith) schools require parents/carers to complete a Supplementary Information Form (SIF) to provide additional information, such as details of your priest/minister. All SIFs can be obtained either from the school or the school's website.

**All SIFs must be submitted to the school directly.**

#### **Oversubscription Criteria for Community Primary Schools September 2020**

The criteria set out below apply to community primary schools only. There are 30 Community Primary Schools in Brent. Voluntary aided or religious faith schools, foundation schools and academies have their own admission policies. Parents should approach the head teacher or chair of governors of these schools directly for a copy of their admission arrangements or visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions). This webpage lists the admission arrangements for all schools in Brent.

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

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

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

The following criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her ethnicity.

Whenever and wherever possible, children are offered a school of their parents' preference and in practice the majority of children go to the school which their parents select for them.

Sometimes, however, there are more applications for a certain school than there are places available. This is described as oversubscription. Whenever this happens, pupils are offered places in the following order of priority:

### **1. Looked After Children 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.

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

### **2. Children adopted from state care outside of England**

Children who appear to Brent Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **3. Linked infant school**

Children attending an infant school on the same site as a junior school.

This criterion will only affect admission to a junior school that is on the same site as the infant school the child attends immediately prior to the transfer.

### **4. Medical or Social needs**

Exceptional circumstances to do with significant medical needs and or social needs.

This criterion relates to the child's medical and/or social needs. The application must be supported by written evidence that sets out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to the specific school. The Council will not give higher priority to children under this criterion if the required documents have not been submitted.

#### ***Medical Needs***

Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school. If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Medical claims will only be considered for one school and this should be named by the consultant. In assessing these applications, advice will be sought from Brent's Special Education Needs Service.

#### ***Social Needs***

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

### **5. Siblings in catchment area**

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

This includes half and step brothers and sisters and foster children so long as they live at the same address - but not cousins. Siblings attending the same school should have priority over those attending a separate school on the same site.

### **6. 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.

### **7. In catchment area**

Children living within the school's catchment area.

The catchment area is the defined neighbourhood in which the school is sited. It is generally bounded by major roads and/or railway/tube. The catchment area is defined by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of one school. Information on which streets make up a catchment area can be obtained from the Local Authority, the school, the Local Authority's website and the Local Authority's composite prospectus.

### **8. Siblings outside catchment area**

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

This includes half and step brothers and sisters and foster children so long as they live at the same address - but **not** cousins. Siblings attending the same school should have priority over those attending a separate school on the same site.

### **9. All other applicants.**

#### **'Tie-break' Distance Measurement**

Where pupils meet the same criteria, places will be offered in order of the distance from home to school which will be measured by straight-line, from the address point in the property to the address point in the school, as determined by LLPG (Local Land Property Gazetteer) data. The measuring system is an integral part of the admission software produced by Servelec Synergy Ltd, uses Ordnance Survey maps and LLPG data and is accurate to 1 centimetre.

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

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

#### **Split residence**

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

#### **Admission to community school nurseries**

The timeline and oversubscription criteria for a place in a nursery class in a community school are the same as for a Reception place. The council does not co-ordinate applications for nursery places. Applications for a nursery place in a community school must be made directly to the school by 15th January 2021. Offers will be made on 16th April 2021 by the school. If the nursery is oversubscribed the Community Schools Oversubscription Criteria will be applied.

There is no automatic transfer from a nursery class to a reception class in any Brent community school.

#### **Social Needs**

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

#### **Section 8: Parent or carer's details**

Please enter details of the person with parental responsibility for the child. All correspondence will be sent to the parent/carer listed. Please note that when parents live separately, the application must be based on the address where the child normally lives. We will only discuss the application with the parent/carer who has applied, or with a secondary contact person where details have been provided.

#### **Section 9: Checklist**

Please check that you have completed the form, answered all the questions and provided any additional information you want us to consider before submitting your application.

#### **Section 10: Declaration and signature of parent/carer**

You must sign and date the declaration before submitting your application.

### **What you should expect after you have sent us your form**

Once we have received your paper application we will send you an acknowledgment. If you do not receive an acknowledgment within 20 working days please contact us. Please ensure you note your application reference number as you will need to quote this number before we can discuss any details of your application over the telephone.

### **Offers**

Brent Council will write to you with the outcome of your application and will advise you if one of your preferred schools is able to offer a place. The offer letter will ask you to contact the school that we have offered to arrange a time to visit the school and organise a start date.

Offers will be made on a regular basis and we will contact you as soon as we are able to make an offer or write to you with the outcome of your application.

However if we offer you a school place (even when it was not one of your preferred schools) your application will not automatically be included on any waiting lists and you must request to remain on waiting lists by completing the change of circumstances form on the Brent website at [www.brent.gov.uk/changeapplicationdetails](http://www.brent.gov.uk/changeapplicationdetails) It is important that you let us know immediately if any details of your application have changed (e.g. your address)

Waiting list positions can move up and down and are not related to the date of application or how long the child has been on the list. Waiting lists are ranked in accordance with the school's oversubscription criteria.

Waiting lists for Brent schools will be refreshed for the start of each academic year. This will affect Brent schools for whom the local authority coordinates In Year applications. To ensure that your child remains on the waiting list and in consideration after the end of term you must make a separate 2021/22 In Year application online. In Year applications for 2021/22 will open on Monday 5 July 2021, 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.

If none of the schools that you listed are able to offer a place and your child/children are out of school, we will try to offer you a place at the nearest school that has a vacancy.

### **Appeals**

If you do not receive an offer of a place from a school which you have made an application to, you have the right to appeal.

For further information about appeals please go to [www.brent.gov.uk/schoolappeals](http://www.brent.gov.uk/schoolappeals)

### **Brent Council complaints procedure**

You can make your complaint online by going to [www.brent.gov.uk/complaints](http://www.brent.gov.uk/complaints) or by calling us on 020 8937 1234.

Complaints regarding schools need to be dealt with by the individual school's complaints procedure and must be addressed to the school directly.

### **Contact details of other local authorities**

Please contact these authorities directly if you wish to apply for a school place located in their local area.

#### **Barnet**

Tel: 020 8359 7651

Email: [school.admissions@barnet.gov.uk](mailto:school.admissions@barnet.gov.uk)

Web: [www.barnet.gov.uk/schooladmissions](http://www.barnet.gov.uk/schooladmissions)

#### **Camden**

Tel: 020 7974 1625

Email: [admissions@camden.gov.uk](mailto:admissions@camden.gov.uk)

Web: [www.camden.gov.uk/admissions](http://www.camden.gov.uk/admissions)

#### **Ealing**

Tel: 020 8825 6339

Email: [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk)

Web: [www.ealing.gov.uk/inyearadmissions](http://www.ealing.gov.uk/inyearadmissions)

#### **Harrow**

Email: [schooladmissions@harrow.gov.uk](mailto:schooladmissions@harrow.gov.uk)

Web: [www.harrow.gov.uk/schooladmissions](http://www.harrow.gov.uk/schooladmissions)

#### **Hammersmith and Fulham**

Tel: 020 8753 1085

Email: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

Web: [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

#### **Kensington and Chelsea**

Tel: 020 7745 6432 or 020 7745 6433

Email: [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

Web: [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)

#### **Westminster**

Tel: 020 7745 6432 or 020 7745 6433

Email: [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk)

Web: [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions)

For the addresses of other local authorities click on [www.education.gov.uk](http://www.education.gov.uk)