



Secondary school 11+

transfer guide 2014

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Brent Council's secondary school 11+ transfer guide 2014

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From September 2013 you can apply online for your child to transfer from Year 6 to secondary school at www.eadmissions.org. This online form is only for children born between 1 September 2002 and 31 August 2003.

The deadline for online applications is 31 October 2013. However, we are encouraging applicants to submit their application no later than 25 October 2013, the Friday before half term, to allow sufficient time for processing and checking.

Completing an online application

- you do not need to complete the paper application form
- it is quick and easy to do and you will get an email confirmation that your application has been received
- the system helps you by checking for errors
- there is no risk that your application will get lost in the post
- you can change the details on your application up until the closing date of 31 October 2013
- the system is secure
- available 24 hours-a-day, seven days a week up until the closing date of 31 October 2013
- you will receive an email with the outcome of your application on 3 March 2014
- a quicker process – you will be able to track the progress of your application
- quicker feedback on the results of your application
- it is more environmentally friendly
- you can accept or decline online your child's offer online
- you can attach supporting documents to your application

How do I apply online?

To begin your application you will need to visit www.brent.gov.uk/admissions where you will be able to get further information about schools in Brent. You can then apply online at www.eadmissions.org.uk

The eadmissions website contains basic information about all schools in London and you will also be able to search for schools that are nearest to your home address. You will need to enter details about yourself and your child's current school, so it may be useful to have these to hand before you start. You will need to provide an email address.

Depending on what school(s) you prefer, you may also need to complete a school Supplementary Information Form (SIF). You need to contact the school directly for these forms and return them to the school by the specified date. Remember, you can apply for up to six schools for your child. We recommend that you use all your preferences including your nearest schools or academies as limiting your school preferences will reduce your chances of being offered a school place.

What if I don't have a computer at home, can I still apply online?

You can apply anywhere with access to the internet. There are lots of places where you can apply online including your local library, an internet café or you can also ask a friend or relative for help.

When will I find out about my application?

Brent Council's School Admissions Service will inform all parents of the outcome of their application on 3 March 2014. If you have applied online, you will receive an email with the outcome of your application on the evening of 3 March 2014. Please wait until you have received the email before logging on to the eadmissions website. You will need your user name and password in order to access your result. For further information, visit www.brent.gov.uk/admissions or go directly to www.eadmissions.org.

Timetable for applying

September/ October 2013

Finding a school

Brent Council's Secondary School Guide 2014 and the Common Application Form (CAF) become available. Parents research schools, attend open evenings and talk to staff and other parents. Parents check their circumstances against the admissions criteria to see how likely their application is to succeed.

Applying for a school

Parents fill in the CAF and any additional forms that the schools require and return them by the closing date. Please note, some school set an earlier closing date than **31 October 2013** for their Supplementary Information Forms (SIF).

31 October 2013

Closing date for the receipt of on-time applications. All forms received after this date will usually not be considered until after the offer date of **3 March 2014**.

3 March 2014

Brent Council will write to you with the outcome of your school application. If your child is not offered a place at any of your preferences the council will offer your child a place in the nearest Brent school with a vacancy, where possible. If you made your application using the online system you will receive an email during the evening of **3 March 2014** with the outcome of your application.

17 March 2014

Parents must reply to confirm they want the place offered by **17 March 2014**. If a parent does not reply, the offer may be withdrawn.

(Ongoing)

Parents can appeal a decision by any school

Until 30 August 2014

Further offers for secondary school places will be made throughout the summer. Please see dates on page five for additional rounds of offer and the closing dates for each round.

September 2014

Child starts school

Brent Council has a co-ordination scheme, which manages the application process. If you would like a copy of this scheme, or for further information, including a more detailed timetable of the application process, regulations for applications submitted after the closing date and how information is shared with schools, please visit our website www.brent.gov.uk/admissions or contact Brent Council's School Admissions Service on **020 8937 3110**.

Additional offer rounds

Brent Council co-ordinates the offers for schools in Brent until the end of August 2014, so after the initial offer date of 3 March 2014, parents have the opportunity to make amendments to their applications such as adding further preferences for other schools and notifying us of any changes e.g. a change of address. Applications received after the closing date will be considered after

3 March 2014. Parents may submit their late application to be considered in subsequent rounds of offers. Please note any additional information or new applications for later rounds must be received by Brent Council's School Admissions Service by the appropriate closing date.

The timetable for subsequent rounds is detailed below.

Round number	Closing date for this round	Offer date
2	27 March 2014	31 March 2014
3	26 April 2014	30 April 2014
4	9 May 2014	13 May 2014
5	6 June 2014	10 June 2014
6	21 June 2014	25 June 2014
7	5 July 2014	9 July 2014
8	19 July 2014	23 July 2014
9	24 August 2014	28 August 2014

Please note that any information received after the closing date will not be considered until the next round of offers.

Open evening dates

All secondary schools in Brent have open evenings or mornings for parents. We would recommend that you visit all the schools that you are thinking of applying for to find out more about the school.

School	Day and date	Time
Alperton Community School (Lower school site)	Open evening Wednesday 25 September 2013	6–7.30pm
Ark Academy	Open evening Thursday 3 October 2013	5pm
	Open mornings Monday 30 September 2013	9–10.30am
	Tuesday 1 October 2013	9–10.30am
	Wednesday 2 October 2013	9–10.30am
Capital City Academy	Open evening Thursday 26 September 2013	5.30–8pm
	Open mornings Monday 16 September 2013	9.15–11am
	Tuesday 17 September 2013	9.15–11am
	Wednesday 9 October 2013	9.15–11am
	Thursday 10 October 2013	9.15–11am
Claremont High School	Open evening Thursday 26 September 2013	5–8pm
Convent of Jesus and Mary Language College	Open evening Tuesday 17 September 2013	5.30–7.30pm
	Open week 23–27 September 2013 (please ring for an appointment)	9.30am–12.30pm
Copland Community School	Open evening Tuesday 8 October 2013	6pm
Gateway Academy	Open afternoons Saturday 21 September 2013	2–4pm
	Monday 7 October 2013	6–8pm
Gladstone School	Open day Sunday 22 September 2013	11am–1pm
	Open morning Monday 7 October 2013	9.30–11am
	Open evening: Tuesday 15 October 2013	6–8pm

School	Day and date	Time
JFS	Open evening Thursday 10 October 2013	4.15pm
Kingsbury High School	Open evening Tuesday 1 October 2013	5–8.30pm
Michaela Community School	Open day Monday 30 September 2013	4.15–5.15pm 5.45–6.45pm 7.15–8.15pm
Newman Catholic College	Open evening Thursday 19 September 2013 Open mornings Wednesday 25 September 2013 Thursday 26 September 2013 Wednesday 2 October 2013 Thursday 3 October 2013	4–7pm 9.15–11am 9.15–11am 9.15–11am 9.15–11am
Preston Manor School	Open evening Wednesday 2 October 2013 Open mornings Thursday 3 October 2013 Friday 4 October 2013	6–8.30pm 9.30–11am 9.30–11am
Queens Park Community School	Open evening Tuesday 24 September 2013	6pm
St Gregory's Catholic Science College	Open evening Thursday 19 September 2013	3–8pm
The Crest Boys' Academy	Open day Thursday 26 September 2013	9am–4pm
The Crest Girls' Academy	Open day Thursday 26 September 2013	9am–4pm
The Crest Sixth Form	Open evening Thursday 24 October 2013	4pm
Wembley High Technology College	Open evening Tuesday 17 September 2013	5.30–8.30pm

How to apply

Apply online at www.eadmissions.org.uk

We recommend you complete your application online.

You cannot apply for private or independent schools through this process.

If your child has a statement of Special Educational Needs (SEN), please do not complete an application form. Brent Special Educational Needs Assessment Service (SENAS) on 020 8937 3229 will manage your child's admission to school.

Please only complete an application for a secondary transfer place (Year 7) if your child is born between 1 September 2002 and 31 August 2003.

Applying online – helpful hints

Apply online at www.brent.gov.uk/admissions or www.eadmissions.org.uk You will be able to apply online to any of London's maintained secondary schools.

You will first need to register your details and will be sent a user name and password. Once you have registered you will be able to apply online.

The online system will allow you to make changes to your application before the closing date of 31 October 2013 and to keep track of the progress of your application after the closing date.

The online application system has a search facility to help you identify schools in the local area and links to more information about the schools.

You can save your position and return later if you are unable to complete the application in one session. Every time you make or change your online application you will receive an email confirming the status of your application. You can also check the status when you log onto the system and select your application.

At the end of the process you must 'submit' your form in order for it to come through to us. Failure to do this will mean that your application has not been sent to us and will not be considered. If in doubt please call Brent Council's Customer Services on **020 8937 3110** or email school.admissions@brent.gov.uk to check if it has been received.

You will receive an email with the outcome of your application during the evening of **3 March 2014**.

Internet access is available free of charge from any Brent library.

If you are completing your application online a comprehensive guide is available at www.eadmissions.org.uk

Completing your application online or in writing

Child's details Complete your child's name as it appears on their birth certificate. Do not use shortened names or nicknames.

Address Check that your address is within Brent before completing the form. The address used must be the child's home address on 31 October 2013. Paper applications must be made to the borough your child lives in. If you change your address after completing the form, you must tell the council straightaway.

Please do not list an address of someone who provides temporary care for your child, a business address, a childminder's address, a relative's address or any other address other than the child's home address. If a school place is offered on the basis of an incorrect address the place may be withdrawn.

Current school Complete the details of the primary school your child is attending. If your child changes primary school after you submit your application, it is really important that you notify us.

Preferences You can apply to any maintained school anywhere in the UK. Once you have decided on the order in which to rank your school preferences, please complete the school preference section listing the names of the schools (preference one being your highest ranked school). When filling in each preference you must include the full name, Department for Education (DfE) number and postcode of each school. The DfE numbers for Brent schools can be found on the relevant school pages in this guide.

The order in which you list your preferences is very important. The co-ordinated admissions process aims to ensure that you have no more than one offer of a school place at any one time. If two schools are able to offer you a place you will be offered a place at your highest ranked school.

You should try and use all the preferences available to you. Initially, you will only be considered for the schools that you list on the form. We recommend that you apply to at least one school which is near your home, as distance is used by many schools to decide which children are offered places.

Consider the admissions arrangements of each of the schools you are applying to and, using the information about how places were offered in the past, consider how successful your application might be. You will find

the statistics on page 14 which show how places were allocated at Brent schools last year.

Reasons for preference For each preference we have provided you with some space to note why you have selected a school. This section is not compulsory. Any information you do provide will be passed to the school. Please note that unless the information you provide relates directly to the school's oversubscription criteria it will not have a bearing on your application.

Siblings If your child has a sibling (brother or sister) attending the school that you are listing on the form, then include their name beneath the name of the school. Siblings are generally defined for the purpose of school admission in Brent as a full or step brother or sister, living at the same address, or a child living as part of the family by reason of a court order.

Social/medical needs Some schools give priority to children with 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 demonstrate how this school meets your child's special circumstances. Along with your application you should submit supporting 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. This will normally be in the form of a report from a suitably qualified professional like a doctor. Please see individual schools' oversubscription criteria for further information as to how this criterion will be applied.

Looked after children/previously in care If you are completing your application for a looked after child or a child previously in care, please complete the relevant section, giving the name of the council that the child is in the care of. Also provide a letter from the social worker confirming the child is in care.

If previously in the care of a local authority, please provide a copy of the residence order, special guardianship papers or proof of adoption to your child's home authority.

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

Parent/carer details Please enter details of the person with parental responsibility for the child. All correspondence will be sent to the address details provided. If your address is different to the child's address you will need to write to Brent Customer Services Service explaining why. If both parents share custody, please advise us in writing or by email and give

both addresses, quoting your child's reference number. We will only discuss the application with the persons listed in this section.

Supplementary Information Forms (SIF) If you are applying to a voluntary aided school e.g a faith school or to Capital City Academy (sport or dance aptitude only), a boarding school or a selective school you will be required to complete an additional Supplementary Information Form (SIF). These can be obtained directly from the school and, for Brent schools, are available on the Brent website. The SIF must be completed in addition to your online or written application. Failure to complete a SIF may result in your application to that particular school being unsuccessful.

Where individual schools admissions arrangements do not provide explicit definitions of sibling, distance, additional/supplementary forms and parents/family members, the following definitions will apply:

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. The child for whom the school place is sought has to be living in the same family unit at the same address as the sibling.

Distance Distance will be measured (in a straight line/by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the school, (using the local authority's computerised measuring system), with those living closer to the school receiving the higher priority.

Additional/supplementary forms All parents who list their preferred schools on the local authority's Common Application Form (CAF) are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and selective schools.

Parents/family A parent is any person who has parental responsibility for, or is the legal guardian of, the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

Submitting your application

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. If you apply online you will be issued with an application reference number once your application is submitted. If you apply in writing your application

reference number will appear on the acknowledgement letter that Brent sends you. Email correspondence will only be accepted from the email address provided on your application.

If you apply in writing please ensure you remember to sign and date the form. If the form is returned without being signed we are unable to accept it as a completed application form. Your completed form can be returned to your child's Brent primary school or by post. Make sure you use the correct postal charge. Brent Council cannot be held responsible for postal delays, lost forms or non receipt of forms.

If you need help with your application please contact us on **020 8937 3110** or email school.admissions@brent.gov.uk

Proof of address

We do not require proof of address to be sent in with your application form.

There is a section on the form which asks you for your council tax reference number. If you know this number please complete this section.

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.

False information

Brent Council reserves the right to verify any address given as the child's permanent address in order to ensure that it is allocating places appropriately and fairly. If you deliberately give false address information to obtain a place at a school you can expect the offer of the place to be withdrawn.

Any information and/or any supporting documentation which is false or deliberately misleading may also lead to any place offered being withdrawn.

Stringent checks will be carried out to ensure applications are not fraudulent.

Home visits will be carried out to verify addresses.

What you should expect after you have sent us your form

Online applications will receive an automatic acknowledgement once the form is submitted.

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.

Late applications and changes to your application

You will need to submit your application to Brent Council by **31 October 2013**. It is vital to get your application in on time. There is considerably less chance of getting a place at a preferred school if the application is late.

Applications received by 31 October 2013 will be processed first. Applications received after 31 October 2013 will not be considered until all other applications have been dealt with, unless there is supporting evidence to say why the application is late. This information must be received by 13 December 2013.

The following are examples of exceptions that will be considered.

If your family moved house after the closing date you will be asked to provide either:

- Proof of living at the new address or
- A formal tenancy agreement from a letting/estate agent, which comes into effect on or before 13 December 2013.

If you are returning from living abroad you will need to provide either:

- A council tax bill confirming re-occupation of your property before 13 December 2013 if your property has not been occupied or
- Confirmation that tenancy ceased before 13 December 2013 and that you will re-occupy your property if it has been rented during your absence or
- Confirmation from your employer that you will return to live in Brent on or before 13 December 2013 if you were seconded abroad.

If you are a single parent who has been ill for some time you will need to provide:

- Evidence from a doctor or medical professional.

If there has been a recent death of an immediate family member you will need to provide:

- Evidence, for example, a death certificate.

If you cannot provide the evidence required for any of the above circumstances or similar, or it is received after 13 December 2013, your application will be treated as a late application.

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

Changes to preferences and the order of preferences will only be accepted up until the closing date of 31 October 2013. After this date any changes you make to your preferences will not be added to your application without a genuine reason for doing so, for example, if you have recently moved address (proof will be required). After 13 December 2013 any changes to your application will be administered as a late application and will therefore not be considered until after the offer day of 3 March 2014.

If you move in or out of Brent

If you move into or out of Brent after 31 October 2013 and have completed a Common Application Form (CAF) in your previous borough, you will need to contact both your previous council and Brent with details of your new address. You will be given an opportunity to change your preferences as long as this is before 13 December 2013.

Your questions answered – finding a school

Q Can I visit a school I am interested in?

A Yes, every Brent secondary school holds open evenings when you can visit the school, look around the facilities and talk with teachers, pupils and other parents. Details can be found on page six.

Schools in neighbouring boroughs will also hold open evenings. You should contact either that borough or the school itself to find out when these are being held.

Q How do I decide which schools to apply for?

A Visit the schools on their open evening and obtain a prospectus which will tell you all about the school. Speak to parents who already have a child at the school and read the Ofsted report at

www.ofsted.gov.uk Request a Choice Advice appointment. The Department for Education (DfE) also produces performance tables that can be found at www.education.gov.uk/performance-tables

Q Where else can I get information?

A Talk to your child's primary school teachers and friends and family who may have older children attending local secondary schools.

Q What else should I consider?

A It is important to remember that if schools receive more applications than places they will need to consider each application in line with their published oversubscription criteria. Therefore you need to check what criteria your child meets to see how likely it is your child will be offered a place.

Most secondary schools give higher priority to children who have a brother or sister at the school.

Some secondary schools have a set of primary feeder schools and children who attend these feeder schools will have priority when applying for places at these schools.

Another important factor is the distance between the school and the child's home, with priority given to those who live nearest.

Faith schools use alternative faith based criteria to determine how places should be offered.

It is important parents consider each school's admissions criteria in relation to their own circumstances.

You should also consider how your child will travel to school and how long the journey will take.

Q What if my application is submitted after the closing date?

A See late applications and making changes to your application on page five.

Processing the application

Q How are decisions made about places?

A If a school has more places available than applications, then every child who applies will be offered a place there. Where a school receives more applications than it has places to offer, the school will apply its published oversubscription criteria to the applicants to decide which applicants will be offered places.

The co-ordinated admissions process aims to ensure that you have no more than one offer of a school place at any one time. If two schools are able to offer you a place you will be offered a place at the highest ranked school.

Q What happens if I am not offered a place at any of my preferred schools?

A The council has a responsibility to offer every applicant a place. If you are not offered a place at any of your preferred schools, the council will offer you a place at the Brent school closest to your home address that has a vacancy. In order to increase the chance of being offered a school of your choice for your child it is important to make accurate and realistic preferences, based on the school's published admissions criteria. You should try and use all of the six preferences available to you.

Q Will schools be told my order of preference?

A No, schools will not be told your order of preference. Councils will not pass on details of how the school was ranked and no school will be told about other schools a parent has applied to.

Confirming school offers

Q When will I hear about my application?

A Letters will be posted on 3 March 2014 giving the outcome of the application. If you have applied online you will receive an email with the outcome of your application during the evening of 3 March 2014. Brent Council's School Admissions Service will not tell you over the telephone or by email which school you have been offered.

Q What if I do not want to accept the school offered?

A Return the reply slip indicating that you wish to decline the offer and if you have secured a place at an alternative school, please let us know the name of the school. If you have not secured a place at an alternative school, we advise you to accept the place offered to ensure your child has a place for September 2014. If at a later date we are able to offer your child a place at a higher ranked preference, any previous offers will automatically be withdrawn and waiting list places for lower ranked preferences will be withdrawn too. Waiting lists are not operated on a first come first served basis. The place on the waiting list, and whether a place is offered if another child drops out, is determined by the school's admission criteria.

If a space becomes available after offer day, all children on the waiting list are considered. Those who meet the school's oversubscription criteria the closest will be offered a place. The length of time spent on the waiting list will not give priority over other applicants – it is possible for a child to go down as well as up the list. Being on a waiting list is no guarantee of a place at that school.

Q Can I appeal against the school's decision?

A If a parent does not receive an offer from a school of their preference, they have the right of appeal. An appeal for a place at an academy or at a foundation or voluntary aided school within or outside Brent must be made in writing to the chair of governors at the school. An appeal for a place in a community school outside Brent should be made in writing to the local authority in which the school is located. Appeals are heard by an independent appeal panel.

Full details and guidance on the appeals process can be found online at www.brent.gov.uk/admissions

It is essential that you read and understand the appeals process before submitting a request for an appeal.

Applying online – e-admissions

Q When can I use the online system?

A The online system will be available from 1 September 2013 until the closing date for applications at midnight on Thursday 31 October 2013. If you miss the deadline you will still be able to submit an application until 13 December 2013. However, the application will be considered as a late application and once submitted you will not be able to make any further changes via the online system.

Q Will my application be secure?

A Yes, the system has a series of security features that will prevent others from seeing your information.

Q What details will be requested online?

A You will not be asked to give any more information than if you were making a paper application.

Apply online at www.brent.gov.uk/admissions or www.eadmissions.org.uk

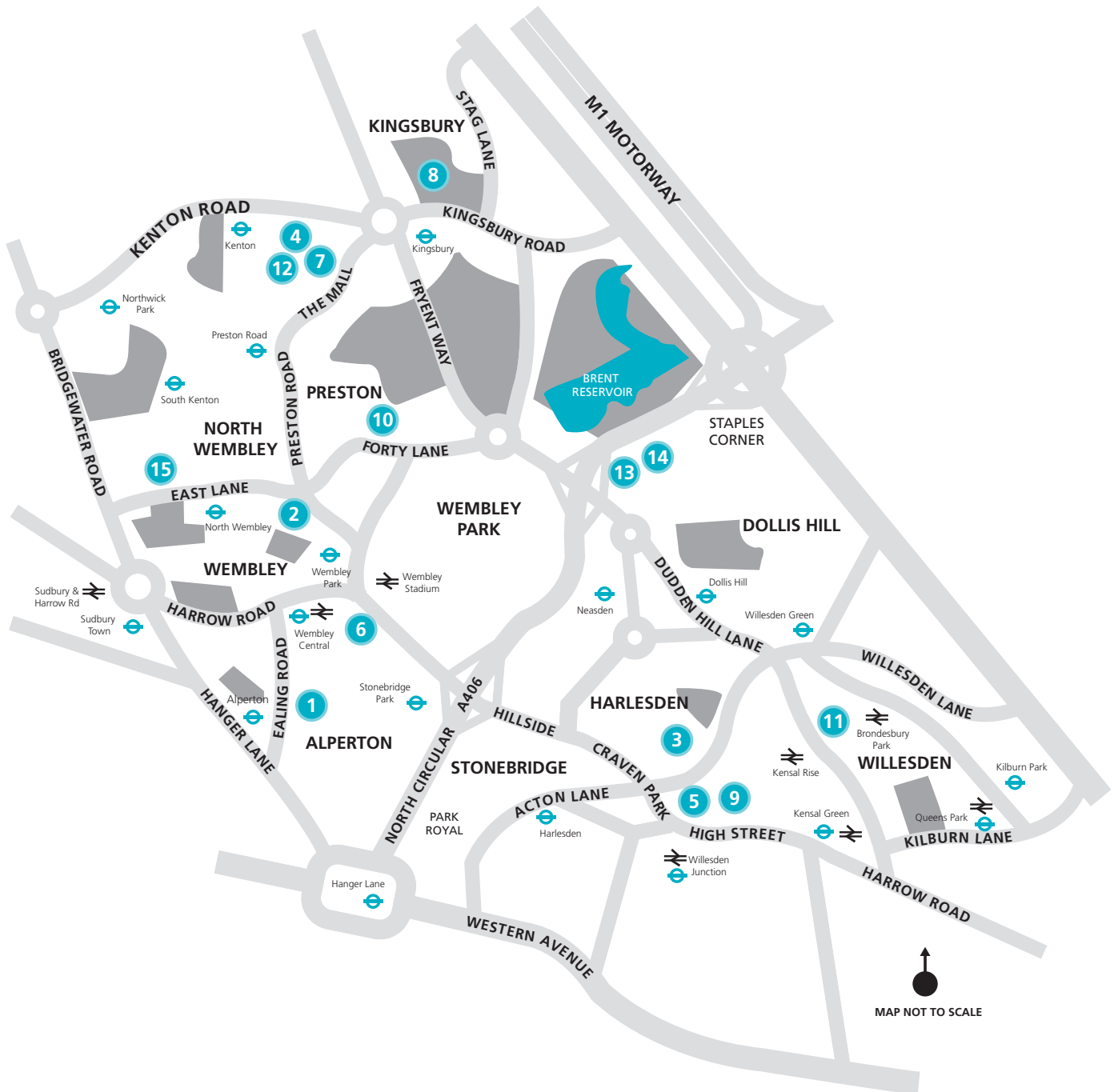
How places were allocated at Brent Secondary Schools – 1 March 2013

This table shows how places were offered in schools in Brent which had more applicants than places available. Schools in Brent not listed in this table had enough places to offer all applicants a place.

School Name	Number of places	Criteria and Band where applicable	
Ark	180	Looked After Children (LAC)	1
		Sibling Connections	49
		Zone A (Maximum distance in metres)	61 (1041)
		Zone B (Maximum distance in metres)	62 (607)
		Pupils with Statements of Special Educational Needs	7
Claremont High School	252	LAC	2
		Sibling Connections	63
		Social/Medical	1
		Feeder School	116
		Distance (Maximum distance in metres)	68 (2602)
		Pupils with Statements of Special Educational Needs	4
JFS	300	Sibling	152
		30 Distance Places	30
		All Other Recognised Jewish Applicants	117
		Pupils with Statements of Special Educational Needs	6
		(over offered by 5 places for children with special needs)	
Kingsbury High School	315	Sibling Connections	111
		Feeder School	100
		Distance (Maximum distance in metres)	93 (3406)
		Pupils with Statements of Special Educational Needs	11
Preston Manor High School	252	Looked After Pupils	3
		Sibling Connections	67
		Distance (Maximum distance in metres)	173 (2375)
		Pupils with Statements of Special Educational Needs	9
Queens Park Community School	208	Sibling Connections	69
		10 Distance Places (Maximum distance in metres)	10 (813)
		Feeder School (Maximum distance in metres)	120 (3252)
		Any Other Applicants	2
		Pupils with Statements of Special Educational Needs	6
St Gregory's Catholic Science College	176	Catholic Looked After Pupil	0
		Practising Catholic, Priest Reference, With Sibling	30
		Practising Catholic, Priest Reference, Distance	117
		Other Baptised Catholics	16
		Other Children With Sibling	4
		Pupils with Statements of Special Educational Needs	9
Wembley High Technology College	210	Looked After Pupils	0
		Sibling Connections	70
		20 Distance Places (Maximum distance in metres)	20 (586)
		Feeder School (Maximum distance in metres)	117 (2579)
		Pupils with Statements of Special Educational Needs	3

Brent secondary schools map

- | | |
|---|---|
| <ul style="list-style-type: none"> 1 Alperton Community School 2 Ark Academy 3 Capital City Academy 4 Claremont High School 5 Convent of Jesus and Mary Language College 6 Copland Community College 7 JFS | <ul style="list-style-type: none"> 8 Kingsbury High School 9 Newman Catholic College 10 Preston Manor High School 11 Queens Park Community School 12 St. Gregory's Catholic Science College 13 The Crest Boys' Academy 14 The Crest Girls' Academy 15 Wembley High Technology College |
|---|---|



Alperton Community School

www.alperton.brent.sch.uk

DfE number: **3045405**

Headteacher: Mr Gerard McKenna
Chair of Governors: Mr M Heiser

Lower School

Ealing Road, Wembley, Middlesex HA0 4PW

Tel: **020 8902 2293**

Fax: **020 8900 2720**

Email: office@alperton.brent.sch.uk

Upper School

Stanley Avenue, Wembley, Middlesex HA0 4JE

Tel: **020 8902 2038**

Fax: **020 8900 1236**

Email: office@alperton.brent.sch.uk

Admissions enquiries to: J.Callender

Email: j.callender@alperton.brent.sch.uk

Co-educational **Age range:** 11-19

Type: Academy

Specialism: Mathematics and Computing

Published admission number: 220

**Number of pupils at the school
in January 2013:** 1403

2013 appeals: 2

**Number of on time applications
received for September 2013 admissions:** 471

Physical accessibility: Low accessibility
Access to ground floor teaching spaces and facilities significantly restricted. No access to upper floors. Physical barriers limit ability of school to deliver an inclusive curriculum, but there may be scope to focus on sensory and learning disabilities.

A supplementary information form is NOT required

Open evening

Wednesday 25 September 2013 6-7.30pm

**How places were allocated for
September 2013 admissions:** 220

All applicants were offered a place.

Admission arrangements

At Alperton Community School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability.

Alperton Community School is an academy and therefore the admission authority for the school is the governing body. The governing body has drawn up this document to ensure fairness and clarity in the process so that parents/carers are able to understand how the offer to a child for admission is made.

The school's admissions number for each year group is 220.

Arrangements for admission at secondary transfer stage

The school takes part in Brent's co-ordinated admissions scheme. Applications for Year 7 are made via this process on a Common Application Form which parents/carers obtain from the council. All applications received will be considered and if we receive more applications than places, places will be offered in line with our over subscription criteria. If the school is unable to offer an applicant a place, this decision will be put in writing. This is done by the local authority which co-ordinates the admissions.

Arrangements for in-year admission (i.e. outside the normal admissions round)

Parents/carers should contact the school for an application form, which should be completed and returned as soon as possible. The school will need to see the child's birth certificate or passport in order to verify their date of birth. Offers for a place are made in accordance with the admissions criteria for the school. If the school is unable to offer an applicant a place, this decision will be put in writing and will provide information as to why the application was unsuccessful.

Admission of students with a Statement of Special Educational Needs (SEN)

Applications for students with a Statement of Special Educational Needs (SEN) are made through the Special Educational Needs Assessment Service (SENAS) team at the council. The placement of students with such a Statement is made after a process of consultation between parents/carers, the school and the council. Students with a Statement of SEN receive priority over others for admission where the school is named in the Statement.

Admission and oversubscription criteria

Where applicants 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** Where the child is looked after (young people in public care) / 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** Brothers or sisters of a child who attends 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.
Students transferring to the sixth form or students currently on roll at the sixth form are not considered as sibling connections.
- 3** Where it is essential to admit a child because of special circumstances to do with significant medical needs, social needs or special educational needs.
It is open to any parent/carer 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 should demonstrate knowledge of the school in terms of resources and organisation, which deems it essential that the named child be admitted to a 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 admission authority which can only consider information it has received, so it is better to send information to support your application.

- 4** Proximity to the school at the time of application. Priority will be given to those living nearer the school. The distance will be measured in a straight line from the student's permanent address to the school gate on Ealing Road.
- 5** Where the child attends one of the four feeder primary schools which are Lyon Park, Barham, Brentfield and Oakington Manor.

Tie breaker

Within each criterion priority will be given to the applicant who lives closer to the school. This will be measured in a straight line from the pupil's permanent address to the school gate on Ealing Road.

The waiting list

For all groups where the year cohort is full, the school will operate a waiting lists procedure for admission. This will be maintained in accordance with the published admission criteria for the school.

A student's place on the waiting list is not dependent upon the date of being placed on it, but will be determined by how they meet the oversubscription criteria. This means that a student'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/carers wishing to stay on the waiting list will be required to submit a request in writing.

Independent appeals

Parents/carers wishing to appeal against refusal of a place in the school will be automatically placed on the waiting list when notification of appeal is received. Parents/carers will have the right to appeal against any decision not to offer a place at Alperton Community School. If you wish to appeal, you should do this by writing to the chair of governors at the school address, who will then put the appropriate arrangements in place. Parents/carers must appeal within 20 school days from the date of notification that their application was unsuccessful.

Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6 July or the next working day, if 6 July falls on a weekend. Appeals for late applications will, where possible be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged.

Appeals relating to in-year applications (i.e. those made outside the timetabled admissions process) will be heard

within 30 school days of the appeal being lodged. Parents/carers will receive written notice of the date of their appeal at least ten school days in advance of the hearing, unless they have waived this right.

Twins, triplets and other children of multiple births

In the event that the school has one place to offer and the next student on the waiting list is one of twins, triplets or other children of multiple births, the admission authority will, in the first instance, randomly select the student to offer the place to. The admission authority will also inform parents/carers that they may prefer the other, or another child, to have the place instead of the one initially randomly selected.

Split residence

Where a student lives with parents/carers with shared responsibility, each for part of a week, the address where the student lives is determined using a joint declaration from the parents/carers stating the pattern of residence. If a student's residence is split equally between both parents/carers, 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/carers then the address used will be the address where the student spends the majority of the school week.

Fair access protocol

It is often the case that the actual number within the year group exceeds the published admission number and this will take account of the following factors:

- Where a child is admitted to the school as a result of a successful appeal to the school's admission authority.
- Where children are admitted to the school in agreement with the local authority's protocol.
- A child referred to the school and given a place under the designated SEN code of conduct.

Applicants may take priority over children on the waiting lists if the school is directed to take children under locally agreed protocols.

Admission to the sixth form

The sixth form is available to all existing students fulfilling the school and individual requirements for suitability for courses. There is a limit on external applications of 20, with the same entry requirements as for internal students. However, should the number of

internal students be lower than expected, more than 20 external applications will be considered. Alperton Community School will publish specific criteria in relation to minimum entrance requirements for a wide range of courses available post 16. The detailed information will be contained in the sixth form prospectus on an annual basis. As a general guide, applications criteria will be based on the following, depending upon the particular course(s) sought in the application:

- Achievement of particular GCSE or equivalent grades

All applications for the sixth form will be considered on their relative merits. Where the number of applications for admission is greater than the number of places available, applications will be considered against the school's oversubscription criteria.

Principal: Mrs Delia Smith OBE
Chair of Governors: Mr Patrick Wall

Bridge Road, Wembley HA9 9JP

Tel: **020 8385 4370**

Fax: **020 8385 4371**

Email: **secondaryadmin@arkacademy.org**

Admissions enquiries to: Clodagh Boyle

Email: **c.boyle@arkacademy.org**

Co-educational **Age range:** 11-18

Type: All through academy

Specialism: Mathematics and a Citizenship

Published admission number: 180

**Number of pupils at the school
in January 2013(three year groups):** 540

2013 appeals: 33

**Number of on time applications
received for September 2013 admissions:** 2479

Physical accessibility: Medium accessibility
 Access to part of ground floor teaching spaces and facilities, including external spaces. No access to upper floors. School has capacity to deliver an inclusive curriculum through time tabling adjustments, but physical barriers restrict scope.

A supplementary information form is NOT required

Open evening

Thursday 3 October 2013 5pm

Open mornings

Monday 30 September 2013 9-10.30am

Tuesday 1 October 2013 9-10.30am

Wednesday 2 October 2013 9-10.30am

How places were allocated for

September 2013 admissions: 180

Looked after children 1

Siblings 49

Zone A 61

Zone B 62

Pupils with Statements of

Special Educational Needs 7

Admission arrangements

- 1 This document sets out the admission arrangements for ARK Wembley Academy ("the academy"). The Academy is an 'all through' academy with a nursery, primary and secondary school. It is intended that a Sixth Form will be opened in September 2015.
- 2 The academy will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2012 ("the Admissions Code") the School Admission Appeals Code of Practice 2012 ("the Appeals Codes") and the law on admissions. The academy will through ARK Schools, consult as may be required and/or necessary. Reference in the Codes to admission authorities shall be deemed to be references to the Board of ARK Schools, the powers and functions of which may be delegated to the local governing body of the academy.
- 3 All academies in the ARK Schools network including ARK Wembley academy will participate in the co-ordinated admission arrangements administered by the local authority in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.
- 4 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a LA. Before doing so the Secretary of State will consult the academy.

NB:

- 1 The academy is one of a number within a network of academies overseen by ARK Schools.
- 2 ARK Schools is the Admissions Trust and through its Board may delegate some functions to Local Governing Bodies (LGB's) set up to provide a local oversight of individual academies.
- 3 The ARK Schools Board is responsible for the admissions policy of each academy. From time to time some admissions functions may be delegated to academies whilst others are carried out at ARK Schools under the direction of the Board.
- 4 In the event of a query, enquiries should be made to the Admissions Team at ARK Schools, 65 Kingsway, London WC2B 6TD.

Admission arrangements approved by Secretary of State

The normal admissions round

- 5 The admission arrangements for the academy for the academic year 2014/2015 and for subsequent years are set out below. These arrangements are subject to any changes approved by the Secretary of State for Education:
- a The academy has an agreed admission numbers as follows:
Nursery: 30 full time equivalent places – morning and afternoon
Primary: 60
Secondary: 180
- b The academy may set a higher or lower admission number than its Published Admission Number for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN the Academy will in accordance with the provisions of the School Admission Code 2012 notify the Local Authority of the consent to such an arrangement of the ARK Board and the Local Governing Body. Where it is proposed to have a lower admission number the academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code
- c In accordance with its funding agreement the Academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

d Nursery

The nursery will adopt the same admissions arrangements as the rest of the Academy, with the exception that no appeal will be allowed against the refusal of a place.

- 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 co-ordinated admissions arrangements.
- ii Oversubscription – If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole [as described in paragraph 11 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 oversubscription criteria (see paragraph 11 below).

e Primary

- i The Academy has an agreed Pupil Admission Number of 60 pupils. The academy will normally admit 'rising fives' i.e. all children will normally be admitted to the reception year at school in the September following their fourth birthday.
- In accordance with paragraph 2.16 of the Admissions Code, a parent may request that a place be deferred until later in the academic year or until the term in which the child reaches compulsory school age, and #
 - A parent may request that their child takes up the place part-time until compulsory school age is reached.#

#The Academy will consider any such requests on an individual basis, however it reserves the right to decline if it is impractical to arrange in terms of space, the demand that exists from other qualifying applicants for places and/or the arrangements for the allocation of teaching resources. NOTE: In respect of a child born late in an academic year, for example in July or August, a place cannot be deferred for a whole academic year (i.e. to the following September) only within the year for which the application is made. Parents who wish to defer a place for a whole year would have to re-apply for the following year.

- ii Where the primary school is oversubscribed, the criteria for admission is as set out in paragraph 11 below.

f Secondary

The Academy has an agreed Pupil Admission Number of 180 pupils in year 7.

- i In September 2015 (when the first primary entrants will have completed Year 6) and in subsequent years, 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 with children not currently attending the primary school) to 120 places in year 7.

g Post 16 provision

- i It is planned to open a Sixth Form in September 2015. The number of places available will be published in advance on the academy website. When the Sixth Form is open, those students already attending the academy and achieving the minimum academic entrance requirements will transfer to the Sixth Form.

- ii The minimum academic entrance requirements for admission to the post-16 provision will be published in the academy Sixth form prospectus which will be available on request and also published on the academy website. These requirements will relate to both internal and external applicants.
- iii Students will be informed in writing whether or not they have been allocated a place.

Consideration of applications

- 6 Arrangements for applications for places at the academy will be made in accordance with the relevant Local Authority's ("LA") co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.
- 7 The academy trust will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.
- 8 **For secondary applications:**
 - a September – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to the Academy to the relevant LA for inclusion in the composite prospectus, as required;
 - b September/October – The Academy will provide opportunities for parents to visit the Academy.
 - c October – Common Application Form to be completed and returned to the relevant LA to administer.
 - d December – LA sends applications to the Academy;
 - e January – the Academy or ARK central will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them e.g distance measurement.
 - f February – The LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents;
 - g March – offers made to parents by LA.

9 For primary applications:

- a September – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to the primary school to the relevant LA for inclusion in the composite prospectus, as required;
- b September/October – The Academy will provide opportunities for parents to visit the Academy.
- c October – Common Application Form to be completed and returned to the relevant LA to administer.
- d January – Common Application Form to be completed and returned to the pupil's home LA to administer. From 2012–13 the national closing date for primary applications is 15 January
- e February – L.A sends applications for the primary school to the Academy Trust;
- f March – the Academy or ARK central will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them e.g distance measurement.
- g March – L.A applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- h April – offers made to parents.
- 10 After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the Academy will consider all applications for places.
 - a Where fewer applications are received than places available, the Academy will offer places to all those who have applied including in respect of the secondary school from 2015 onwards all those pupils attending the primary school in year 6.

Procedures where the academy is oversubscribed

Primary and secondary – Oversubscription Criteria

- 11 Where the Academy is named on a pupil's Statement of Special Educational Needs, that child will be admitted by the Academy. If the number of applications for admission to either the primary school, secondary school or Sixth Form is greater than the published admissions

number, applications will be considered against the criteria and order set out below. This will have separate criteria for the secondary school in relation to distance zones as set out below at the end of this paragraph.

- a Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)i.
- i 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 function 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 or became the subject of a residence order or special guardianship order.
- b Children of staff at the school where there is a demonstrable skill shortage– children of members of staff will have priority in the oversubscription 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 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. In the case of twins or brothers 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.
- 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.
- 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.
- i In those cases where the relevant 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.

- ii In those cases where ARK Schools is required to carry out the measurement itself priority will be given to those children who live closest to the school using a straight line measurement taken from Ordinance Survey Data from the Academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the Academy building's main reception to the main entrance of the building in which the flats are located.
- iii 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.

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

- a 50% of the remaining places will be allocated to children who live closest to the school using straight line measurement from the main entrance of the academy to the main entrance to the child's home ("Zone A") and 50% of the remaining places will be allocated to children who live closest to Fawood Children's Centre 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.

NB: In September 2015 when pupils in year 6 in the primary school transfer to the secondary and thereafter – the percentage of places allocated to applicants in Zone A will become 25% and the percentage allocated to applicants in Zone B will become 75%)

Post 16 Oversubscription Criteria

- 12 Where the sixth form is oversubscribed, priority will be given to those qualifying applicants i) with SEN, where the academy on the Statement, followed by ii) eligible looked after children or former eligible looked after children. Other criteria for priority will be published on the Academy website.

Right of Appeal

- 13 There will be a right of appeal to an Independent Appeals Panel for all applicants refused admission (see paragraph 16 below).

Operation of waiting lists

- 14** 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. This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
- 15** A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 11 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 oversubscription criteria.

Arrangements for appeals panels

- 16** 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.
- 17** 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 about how the appeals process works and will provide parents with a named contact who can answer any enquiries parents may have about the process.

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

- 18** Pursuant to the School Admission Code 2012 there is no requirement for local authorities to co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. It may be that the academy will reach agreement with the local authority or other agency to handle the co-ordination of 'in year' applications for admission and waiting lists. If this is the case full details will be published on the Academy's website
- 19** These applications should be submitted direct to the academy unless other arrangements as described above have been made and published on the academy website.

- 20** 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 .
- 21** If more applications are received than there are places available, the oversubscription criteria in paragraph 11, shall apply.

Appeals against refusal of an 'in year' application

- 22** 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 a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Procedures for determining admission arrangements

Consultation

- 23** The academy shall consult every seven years on its proposed admission arrangements unless these are the subject of change in any year.
- 24** Where consultation is required the Academy will consult for a period of 8 weeks between November and the following March. All relevant parties listed in paragraph 1.44, Section 1 of the Admission Code (will be consulted and the consultation will be conducted directly with the relevant LA and applicable church authorities and by way of publication on the Academy's website and that of ARK Schools.

Determination and publication of admission arrangements

- 25** Following consultation, the Academy Trust will consider comments made by those consulted. The Academy Trust will then determine its admission arrangements by 15th April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

- 26** The Academy Trust will publish its admission arrangements each year once these have been determined, by sending copies to the relevant LA and by way of publication on its website and that of ARK Schools in the Admissions Code.

- 27** The published arrangements will set out:
- a** The name and address of the Academy and contact details;
 - b** A summary of the admissions policy, including oversubscription criteria;
 - c** Numbers of places and applications for those places in the previous year; and
 - d** Arrangements for hearing appeals.

Representations about admission arrangements

28 All changes to the admission policies for ARK academies need to be approved by the Secretary of State.

29 Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Academy Trust will consider the representations before determining the admission arrangements.

30 Where the Academy Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator. Objections must be referred to the Adjudicator by 30th June in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator: www.schoolsadjudicator.gov.uk

31 Those bodies referred to in paragraph 24 above have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

32 The Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number. The Secretary of State will consult the Academy and/or the Academy Trust before making any direction.

33 Pursuant to the Admission Code 2012 the Academy may decide to admit above its PAN in year. It may also increase its stated PAN for any determination year and future years provided that the necessary approvals at governing board levels and that of the

Secretary of State are received. In these cases it is not necessary to consult but the Admissions Code provides for the local authority to be given notice to enable them to deliver their coordinated responsibilities effectively.

Proposed changes to admission arrangements by the academy after arrangements have been published

34 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify the bodies referred in paragraph 24 above of the proposed variation and must then apply to the Secretary of State setting out:

- a** the proposed changes;
- b** reasons for wishing to make such changes;
- c** any comments or objections from those entitled to object.

Need to secure secretary of state's approval for changes to admission arrangements

35 Following the consultation process outlined in this policy, the Academy will through ARK Schools, consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements.

36 Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Principal: Mr Alex Thomas BSc
Chair of Governors: Sir Frank Lowe

Doyle Gardens, Willesden Green
London NW10 3ST

Tel: **020 8838 8700**

Fax: **020 8838 8701**

Email: admin@capitalcityacademy.org

Admissions enquiries to: Aniela Czuczelowicz

Email: aniela@capitalcityacademy.org

Co-educational **Age range:** 11-19

Type: Academy

Specialism: Sport and Arts

Published admission number: ?

**Number of pupils at the school
in January 2013:** 1190

2013 appeals: 0

**Number of on time applications
received for September 2013 admissions:** 425

Physical accessibility: High accessibility
Access to most ground floor and upper floor
teaching spaces and facilities, including external
spaces. School has capacity to deliver an inclusive
curriculum with no significant physical barriers.

A supplementary information form is required
(for sports and dance places)

Open evening

Thursday 26 September 2013 5.30-8pm

Open mornings

Monday 16 September 2013 9.15-11am

Tuesday 17 September 2013 9.15-11am

Wednesday 9 October 2013 9.15-11am

Thursday 10 October 2013 9.15-11am

How places were allocated for

September 2013 admissions: 196

All applicants were offered a place.

Admission arrangements

This is a summary of the school's admissions policy which has been approved by the Secretary of State and has been in effect from September 2006.

Admission to Year 7

196 places are available each year in Year 7 and year groups will be maintained at 196 up to Year 11. Capital City Academy uses a fair banding scheme to ensure that the school admits students of all abilities. After the admission of students with Statements of Special Educational Needs (SEN) who name Capital City Academy on their Statement, all applicants for Year 7 will be asked to attend the school on specified days in December to take the fair banding test. Based on the test scores, applicants will be placed in four bands:-

Band A: Those with the best 25 per cent of test scores.

Band B: Those with the second 25 per cent of test scores.

Band C: Those with the third 25 per cent of test scores.

Band D: Those with the fourth 25 per cent of test scores.

Applicants who do not take the fair banding test and cannot be allocated to a band will be considered after those allocated to a band. Within each band, places will be allocated using the following priorities:

- 1 Students who are looked after and previously looked after by a local authority (i.e. children in public care).
- 2 Up to 10 per cent of students will be admitted on the basis of aptitude in sport and dance using specified tests. Up to 20 students who meet the standards of the test will be admitted, with priority to the highest performing students. Applicants who wish to be admitted by their aptitude for sport will be asked to attend on a Saturday in January to take the sports aptitude test.
- 3 Students for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs or social needs. A letter from a doctor will be required in cases of medical need and a letter from a social worker or other appropriate professional in cases of social need. These letters must show how the need can best be met by a place at the academy and not at another school.

- 4 Students whose siblings (brothers, sisters, half brothers and half sisters who live at the same address) currently attend the school and who will continue to do so on the date of admission.
 - a 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.
- 5 Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority.
 - a In the case of a single address with more than one household, the ground floor is judged nearer than the upper floor(s).
 - b 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.
 - c Where two or more students are tied by distance a draw will determine the order of preference.

Admission to Years 7–11 after the start of Year 7

Capital City Academy is heavily oversubscribed in all year groups. A waiting list is maintained in order of the admissions criteria above. All students who apply for Year 7 but are not allocated a place will be placed on the waiting list. In addition, the academy will support Brent Council's fair access protocol which gives priority to students new to the area who do not have a school place and allows for the reintegration of students previously excluded from another school.

According to the School Admission Code 2012 there is no requirement for local authorities to co-ordinate admissions for in-year applications other than the normal point(s) of entry. All applications must be made directly to the school. All applications will be considered in line with our published admission arrangements.

Admission Capital 6

A total of 180 places are available for year 12. Selection to Capital 6 is based on the achievement of GCSE or equivalent grades which endorse the suitability of the applicant for the chosen course. The academy will review the criteria on minimum entrance requirements on an annual basis and publish these in the Capital 6 prospectus. All students, internal and external, must meet the entry requirements to gain a place on a course. Course offers will be made in March and confirmed in August for a September start. Students must accept a course offer in writing. Where there are more applicants than the stated admissions number places will be offered using the following priorities:

- a Students who are looked after and previously looked after by a local authority (i.e. children in public care).
- b Capital City Academy Year 11 students applying before the deadline.
- c Capital City Academy Year 12 level 2 students (wishing to follow Level 3 courses) applying before the deadline.
- d External students applying before the deadline.
- e Those applying after the deadline but before 1st September.
- f If there are still unallocated places on 1st September (and in extenuating circumstances) those wishing to retake year 12.

In the case of over subscription within any of the above, distance will be applied as the tie break using the process outlined for Year 7.

Appeals

Parents of students not allocated a place will be able to appeal to an independent appeals committee arranged by the school. A timetable for the appeal process will be published by 28 February. Appeals must be lodged within 20 school days of the notification of the decision not to allocate a place 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.

Special Educational Needs (SEN) and inclusion

At Capital City Academy we believe that all students are of equal worth and that all can be successful. All students will be given every chance to realise their potential regardless of ethnicity, faith, gender, ability or disability. The academy has been designed to be fully accessible. The SEN policy at Capital City Academy seeks to support students with SEN and disabilities by:

- a Ensuring transition arrangements are smooth and well informed.
- b Providing a warm, secure, caring and welcoming environment meeting all educational and social development needs of all students.
- c Making early identification and intervention to improve learning.
- d Promoting positive self-esteem for all students.
- e Ensuring fairness and equality of opportunity for all.
- f Communicating effectively with parents, carers and students.

Warning

The academy reserves the right to make its own enquiries to verify any information supplied by you. If subsequently we find that a place has been offered based on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the admissions committee may withdraw the offer. If that happens, you have a right of appeal to the independent appeal panel.

Claremont High School

www.claremont-high.org.uk

DfE number: **3045400**

Headteacher: Mr F.T Molloy
BA Hons, M.Ed, NPQH

Chair of Governors: Mr. S. Brunswick

Claremont Avenue, Kenton HA3 0UH

Tel: **0844 850 0093**

Fax: **020 8204 3548**

Email: admin@claremont-high.org.uk

Admissions enquiries to: Mrs. M. Ahimie

Email: admin@claremont-high.org.uk

Co-educational **Age range:** 11-18

Type: Academy

Specialism: Performing Arts, Mathematics and
Computing and Applied Learning

Published admission number: 252

Number of pupils at the school

in January 2013: 1510

2013 appeals: 5

**Number of on time applications
received for September 2013 admissions:** 934

Physical accessibility: Medium accessibility
Access to part of ground floor teaching spaces and
facilities, including external spaces. No access to
upper floors. School has capacity to deliver an
inclusive curriculum through time tabling
adjustments, but physical barriers restrict scope.

A supplementary information form is NOT required

Open evening

Thursday 26 September 2013 5-8pm

How places were allocated for

September 2013 admissions: 252

Looked after children 2

Sibling connections 63

Social/medical 1

Feeder school 116

Distance 68

Pupils with Statements of

Special Educational Needs 4

Admission arrangements

The school operates admissions under the local authority's scheme for co-ordinated admission to secondary school. Where applications exceed the number of places available (published admission number 252 for Years 7, 8, 9, 10 and 11) the following criteria in order of priority will be employed for admission.

Oversubscription criteria

- 1 Looked after children or children in public care including children who were in care but have since been adopted or become subject to a residence order or special guardianship order.
- 2 Children for whom it is essential to be admitted to Claremont High School Academy because of special circumstances to do with significant medical needs, social needs or Special Educational Needs (SEN). The recommendation must be received in writing from a consultant at an NHS hospital or equivalent. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons Claremont High School Academy is the most suitable school and difficulties that would be caused if the child had to attend another school.
- 3 Those who have a brother(s) and/or sister(s) (including half or step brother(s) and sister(s) if residing at the same address) attending this school at the time of application and on the date of admission. This excludes a brother(s) or a sister(s) of those students who join the school in Year 12 or Year 13.
- 4 Those children attending one of the four arts college feeder primary schools which are Byron Court, Mount Stewart, Preston Park and Uxendon Manor.
- 5 Up to ten per cent of children will be admitted on the basis of aptitude in music. Each child applying under this criterion will be invited to attend a written musical aptitude assessment at the school.

The assessment is approximately forty minutes' duration and does not require any previous knowledge of music or music theory. There will be sixty questions to include pitch, rhythm, texture and melody.

Each child will be notified in advance of the assessment date and venue. Those unable to attend on this date due to compelling religious, medical or other reasons

will be offered one alternative date.

Children who achieve the qualifying mark in the assessment will be invited to an audition to perform a single piece on their chosen instrument or vocally. This will be a free choice of piece, which should last no longer than three minutes. As there is a free choice of instrument and piece, children of all abilities and all cultures will have equal opportunity to succeed. The purpose of the audition is not to assess ability but rather to determine whether the child has the capacity to learn or develop musical skills and benefit from the facilities at the school.

Those children invited to audition will be given an individual appointment during the school day.

- 6 Children of members of staff employed for a minimum of two years and/or recruited to fill a vacant post.
- 7 Other children.

Tie breaker

Within each criterion, priority will be given to the applicant who lives closer to the school. This will be measured in a straight line from the front door of a pupil's permanent address to the school reception. A random allocator will be used to determine the offer of a place where two or more children are deemed to live the same distance from the school.

Waiting list

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list which will be maintained in order of the oversubscription criteria and not in the order in which applications are received.

Brent Council's in-year fair access protocol will take precedence over waiting lists where applicable.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to Brent Council's School Admissions Service.

In-year admissions to secondary school

If you are new to the borough and want to apply for a place for your child in Years 8 to 11 (or Year 7 once that year has already started) you should contact Brent Customer Services, Children's Team on 020 8937 3110 or visit www.brent.gov.uk/admissionsfor for information on the application process.

If you are thinking of transferring your child to another local school it is important for you to discuss this with the Headteacher or Head of year of your child's present school first. Please contact Brent Customer Services, Children's Team on 020 8937 3110 for any queries regarding in-year admission.

Fair access protocol

Brent Council operates an 'In Year Fair Access Protocol'. This means that 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.

Pupils with a Statement of Special Educational Needs (SEN) and hard to place children

The admission of pupils with a Statement of Special Educational Needs (SEN) is dealt with by a completely separate procedure. Details are set out in the SEN Code of Practice.

The school is also committed to taking vulnerable children who are hard to place and in accordance with locally agreed protocol.

Independent appeals

Parents/carers will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the school. This includes pupils refused progression from the school's Year 11 to Year 12.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education (DfE). Parents/carers wishing to make an appeal should send a completed form to the clerk of the appeal panel at the address given on the appeal form. Parents/carers will be given 20 days to lodge an appeal from the date of notification that their application was unsuccessful.

Parents with shared responsibility

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 their 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 arrangements for sixth form

All Claremont Year 11 students who meet the minimum entry requirements are eligible to apply to progress to Year 12 (the sixth form).

Places are offered first to eligible Year 11 students and then to external applicants who meet the minimum entry requirements as published in the sixth form prospectus and contingent on the availability of appropriate resources.

The minimum number of external candidates likely to be admitted is 40 although this may be exceeded if demand for available courses can be met.

External applicants

In the event of all those applying meeting the qualification criteria and the published admissions number being exceeded, the school will apply its admissions criteria 1, 2, 3 and 5 (see admissions criteria) to determine places offered.

Convent of Jesus and Mary Language College

www.cjmlc.co.uk

DfE number: 3045404

Headteacher:	Mrs Freear BSc Med, NPQH
Chair of Governors:	Mr D Finnegan
Crownhill Road, Willesden, London NW10 4EP Tel: 020 8965 2986 Fax: 020 965 3430 Email: office@cjmlc.co.uk	
Admissions enquiries to: Mrs L Allen Email: office@cjmlc.co.uk	
Girls	Age range: 11-18
Type:	Academy
Specialism:	Languages
Published admission number:	180
Number of pupils at the school in January 2013:	1034
2013 appeals:	0
Number of on time applications received for September 2013 admissions:	270
Physical accessibility: Low accessibility Access to ground floor teaching spaces and facilities significantly restricted. No access to upper floors. Physical barriers limit ability of school to deliver an inclusive curriculum, but there may be scope to focus on sensory and learning disabilities.	
A supplementary information form is required	
Open evening Tuesday 17 September 2013 5pm	
Open week 23–27 September 2013 (please ring for an appointment)	
How places were allocated for September 2013 admissions:	180
All applicants were offered a place.	

Admission arrangements

The Convent of Jesus and Mary Language College is an all girls' voluntary aided 11–18 comprehensive college. The college 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. The governors secured academy status in April 2012. The school is a converter academy. This status brings with it various freedoms.

Girls will be admitted at age 11 regardless of ability or aptitude. Whenever there are more applicants than places, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the applicant refers to you the parent/carer applying for the place and candidate refers to the girl for whom the application is being made. As a Catholic school we aim to provide a Catholic education for all our girls. 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 and candidates 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 applications to the school and intends to admit the published admission number of 180 girls to Year 7 in 2012. A Supplementary Information Form (SIF) and the diocesan priest's reference form, which consists of a written reference from your parish priest stating that one or both parents/carers attend Catholic Mass regularly with their daughter should be completed and returned to the school together with a copy of the baptismal certificate. Only practising Catholic applicants need to complete the priest reference form. A Common Application Form (CAF) must be sent to your local authority. Both the CAF and the SIF can be obtained from the school or from the local authority and should be available on the local authority website. The diocesan priest's reference form is available from the school and is also on the Diocese of Westminster's website. If you do not complete and return these forms by the closing date the governing body may be unable to consider your application fully and it is unlikely that your daughter will be offered a place at the school. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

In light of the above the governors will have regard to the following oversubscription criteria where there are more applications for places than the number of places available:

- 1 Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after
- 2 Practising Catholic applicants
- 3 Other baptised Catholic applicants
- 4 Other looked after girls – Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after
- 5 Those preparing for the sacraments of baptism and Holy Communion with the Catholic Church (Catechumens)
- 6 Christian applicants who have a baptism certificate and a recommendation from their minister showing they are a member of the church and that they regularly attend church services)
- 7 Other Christian applicants whose parents wish them to receive a Catholic education and whose application is supported by a religious leader
- 8 All other applicants.

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

Notes

- 1 **Looked after children** The term looked after refers to children in the care of the local authority and/or in foster homes under s.22 Children Act 1989.
- 2 **Catholic** The term Catholic in the policy means a baptised person who is a member of any Catholic church that is in full communion with the See of Rome.
- 3 **Practising Catholic** The term is defined as weekly attendance at Sunday Mass which is confirmed by the diocesan priest reference (family normally includes the Catholic or Catholics who have legal responsibility for the child).
- 4 **Oversubscription** Where the offer of places to all applicants in any of the above categories would lead to oversubscription, priority is given to those with a sister attending the school at the time of admission, or in the case of siblings in Year 11, those who are expected to be in attendance at the time of admission. The term siblings includes step and half sisters.

- 5 **Distance tie break** Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admissions number (180) will be offered to those living nearest to the college. Distance will be measured (in a straight line/by the shortest walking route) from the front door of the child's home (the address at which the child resides for 50 per cent or more of the school week, including flats) to the main entrance of the school (using the local authority's computerised measuring system) with those living closer to the school receiving the higher priority.
- 6 **Christian applicants** In order of preference this refers to baptised members of Christian denominations affiliated to Churches together in England (CTE) and then to other Christian denominations.
- 7 **Social/medical needs** The governors will increase to top priority an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the girl which can only be met at this school. This evidence must consist of letters/reports from a parish priest, headteacher, consultant or social worker.
- 8 **Statements of Special Educational Needs (SEN)** There are separate application procedures for girls with statements of SEN.
- 9 **Fair access** The college 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 is 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.
- 10 **Appeals and waiting list** Those girls who are unsuccessful in obtaining a place have the right to appeal and information on how to appeal will be sent with the letter of refusal. A waiting list will be maintained by the college for the academic year of admissions until July 2015. As vacancies arise pupils will be admitted from the list in accordance with the oversubscription criteria above. It is important to note that because of this, applications received after the allocation of places may take priority over those already on the waiting list.

11 In-year admissions In year applications are made directly to the school. If a place is available and 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 oversubscription 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 decide who is at the top of the list and the Governors will inform parents whether or not a place is to be offered.

Admission to the sixth form

The sixth form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth form of the college for both internal and external applicants will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The capacity of the sixth form for 2014–2015 will be 180.

Copland Community School

www.copland-school.co.uk

DfE number: **3045401**

Headteacher: Dr Richard Marshall
Chair of Governors: None

Cecil Avenue, Wembley HA9 7DU
Tel: **020 8902 6362/ 020 8903 3323**
Fax: **020 8903 1943**
Email: admin@copland.brent.sch.uk

Admissions enquiries to: Miss Dawn Kinch
Email: dawn.kinch@copland.brent.sch.uk

Co-educational **Age range:** 11-18
Type: Foundation school
Specialism: Science

Published admission number: 240
Number of pupils at the school in January 2013: 1255
2013 appeals: 0
Number of on time applications received for September 2013 admissions: 283

Physical accessibility: Low accessibility
Access to part of ground floor teaching spaces and facilities, including external spaces. No access to upper floors. School has capacity to deliver an inclusive curriculum through time tabling adjustments, but physical barriers restrict scope.

A supplementary information form is NOT required

Open evening
Tuesday 8 October 2013 6pm

How places were allocated for September 2013 admissions: 240
All applicants were offered a place.

Admission arrangements

The school's admission number for Year 6 transfer into Year 7 in September 2014/2015 is 240. 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 its co-ordinated admission scheme.

Applications for children with a Statement of Special Education Needs (SEN) are made by the local authority's Special Educational Needs Assessment Service (SENAS). The placement of children with such a Statement is made after a process of consultation between parents, the school and the local authority. Children with a statement of SEN receive priority over others for admission to the school named on their Statement.

If you wish to make an application to this school for a place in Years 8–11, you will need to contact your local authority. 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.

Oversubscription criteria

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

- 1** Children in public care (looked after children)/ 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 (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 be on roll at the date of admission.

Notes

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.

- 3 Children for whom it is essential to be admitted to Copland because of special circumstances to do with significant medical needs, social needs or Special Educational Needs (SEN). The recommendation must be received in writing from a consultant at an NHS hospital or equivalent. The criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons that Copland is the most suitable school and difficulties that would be caused if the child had to attend another school.
- 4 Proximity to the school (for children who do fall within criteria 1–3). Distance will be measured 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.

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 to the school reception) being accorded the highest priority.

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 declare which residential address is to 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.

Admissions to the sixth form

All Copland Year 11 students who meet the minimum entry requirements are eligible to progress to Year 12 (the sixth form). The minimum entry requirement

enables students to access Level 1 courses whilst access to courses above this level are dependent upon actual GCSE (or other equivalent) grades as indicated in the sixth form prospectus. Places are offered first to eligible Year 11 students and then to external applicants who meet the minimum entry requirements as published in the sixth form prospectus and contingent on the availability of appropriate resources. The maximum number of external candidates likely to be admitted is 250, although this may be exceeded if demand for available courses can be met. In the event of all those applying meeting the minimum entry requirements and the published admissions number being exceeded, the school will apply its oversubscription criteria to determine places offered.

Waiting lists

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend on the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents/carers wishing to stay on the waiting list will be required to submit a request to Brent Council's School Admissions Service.

Appeals

Parents/carers wishing to appeal against refusal of a place in the school will be automatically placed on the waiting list when notification of appeal is received.

Parents/carers will have the right to appeal against any decision not to offer a place at Copland. If you wish to appeal, you should do this by writing to the chair of governors at the school address, who will then put the appropriate arrangements in place. Parents/carers must appeal within 20 school days from the date of notification that their application was unsuccessful.

Appeals relating to admission at secondary transfer for on time applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6 July or the next working day, if 6 July falls on a weekend. Appeals for late applications will, where possible, be heard as above. However, if this is not feasible, they will be heard within 30 school days of the appeals being lodged.

Gateway Academy

www.gatewayacademy.org.uk

Chair of Governors: Ashwin Patel

Tel: **020 8966 9900**

Fax: **020 8429 5639**

Email: info@gatewayacademy.org.uk

Admissions enquiries to: Dhiren Gami

Email: dhiren@iatruster.co.uk

Co-educational Age range: 11-18
Type: Free school

Published admission number: 100

A supplementary information form is NOT required

Open evening

Saturday 21 September 2013 2-4pm

Monday 7 October 2013 6-8pm

Admission arrangements

At Gateway Academy we believe that all students can succeed no matter what their background or heritage. We believe education is a fundamental right in order to access opportunities and succeed in becoming productive members of society. The academy is open to all members of the community and will follow the admissions process of the Local council.

Our admissions procedure will satisfy requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law.

The admissions authority for the academy is the governing body. The governing body has drawn up this document to ensure fairness and clarity in the process. This will enable parents/carers to understand how admission offers are decided.

Planned Admission Numbers (PAN) is for 100 pupils per year group from Year 7–11 and a total of 200 in 6th Form. The PAN for 2014/15 (and for subsequent years) will be for 100 pupils in year 7 only.

It is not the school's intention to split twins and other multiple-birth children. As such, any twins or multiple birth children will be considered together when applying oversubscription criteria but counted individually for the PAN.

The school's Governing Body is responsible for admissions to the school. The Governing Body will be the Admissions Authority for the school. Any applications to the school will be in accordance with the arrangements below.

Arrangements for admission at secondary transfer stage

For applications for a place at the school for a pupil an application must be made direct to the school. This form will be available from September 1st 2013 until the 31st October 2013 for Year 7 applications in September 2014/15. The application form can be found on the school website at www.gatewayacademy.org.uk or can be requested by contacting the school directly.

From 2015/16 onwards the academy will use the local authority to process all admissions

All applications received will be considered. However, if we receive more applications than we have places available, places will be offered in line with our oversubscription criteria. If the academy is unable to offer an applicant a place, this decision will be put in writing.

Arrangements for in-year admission (i.e. outside the normal admissions round)

Parents/carers will be able to obtain an application form from the academy. The academy will also need to see the child's birth certificate or passport in order to verify their date of birth. Offers for a place will be made in accordance with the admissions criteria for the academy. If the academy is unable to offer an applicant a place, this decision will be put in writing and information as to why the application was unsuccessful will be provided.

Admission of students with a statement of special educational needs

In accordance with the law, children with statements of Special Educational Need will be admitted to the school where their statement has specifically named the school as the most appropriate placement.

Admission and oversubscription criteria

Where there are less than 100 applicants, (the PAN for year 7) all applicants will be admitted. Where applicants exceed the number of places available, the following criteria will be applied to decide which children to admit.

- 1 Where the child is "looked after" (young people in public care).** This category includes children who have previously been looked after. This would also include Previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). An application for admission to the academy must be made by the person with parental/guardian responsibility and/or the child's social worker.
- 2 Brothers or sisters of a child that will attend the academy on the date of their sibling's admission.** This includes half and step brothers and sisters and foster children; it does not include cousins. Pupils transferring to the sixth form or students currently enrolled in the sixth form are not considered as sibling connections.
- 3 Where it is essential to admit a child because of special circumstances relating to significant medical needs, social needs or special educational needs.** It is open to any parent/carer to make an application under this criterion. The application should be supported by a recommendation in writing from a recognised professional of senior status such as a medical consultant, the principal of their current academy, a social worker or any other appropriate officer. The recommendation should demonstrate

knowledge of the resources and organisation of the academy that make it essential that the child is admitted. This criterion relates to the child's medical, social and special needs and does not apply to other members of the child's family. Decisions regarding whether children fall under this Admissions Policy Gateway Academy criterion are made by the admission authority, which can only consider information it has received.

- 4 Proximity to the academy at the time of application.** Priority will be given to those living nearer the academy. The distance will be measured in a straight line from the pupil's permanent address to the academy gate.

Tie breaker

Within each criterion, priority will be given to the applicant who lives closer to the academy. This will be measured in a straight line from the pupil's permanent address to the academy gate. In the event of a further tiebreaker a random allocation by drawing of lots undertaken by someone independent of the school.

Waiting list

For all groups where the year cohort is full, the academy will operate a waiting list procedure for admission. This will be maintained in accordance with the published admission criteria for the academy.

A student's place on the waiting list is not dependent upon the date of application, but is determined by how the student meets the oversubscription criteria.

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

The waiting list will be closed each year and will not roll over. Parents/carers wishing to stay on the waiting list will be required to submit a request in writing.

Independent appeals

Parents/carers wishing to appeal against the refusal of a place at the academy will be automatically placed on the waiting list when notification of their appeal is received.

Parents/carers will have the right to appeal against any decision not to offer a place at Gateway Academy. Parents/carers can appeal by writing to the chair of governors at the academy address, who will then put the appropriate arrangements in place. Parents/carers Admissions Policy Gateway Academy must appeal within 20 school academy days from the date of notification that their application was unsuccessful.

Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent by the national offer date) will be heard by July 6th, or the next working day if July 6th falls on a weekend.

Appeals for late applications will, where possible, be heard as above. However, if this is not feasible they will be heard within 30 school academy days of the appeals being lodged.

Appeals relating to in-year applications (i.e. those made outside the timetabled admissions process) will be heard within 30 academy days of the appeal being lodged.

Parents/carers will receive written notice of the date of their appeal at least 10 school academy days in advance of the hearing, unless they have waived this right.

The decision of the Appeals Panel will be binding on all parties.

Split residence

Where a student lives with parents/carers with shared responsibility, each for part of a week, the address where the student lives is determined using a joint declaration from the parents/carers stating the pattern of residence.

If a student's residence is split equally between both parents/carers, then parents will be asked to determine which residence should be used as the residential address for the purpose of admission to academy.

Fair access protocol

It is often the case that the actual number within the year group exceeds the published admission number. This will take account of the following factors.

- Where a child is admitted to the academy as a result of a successful appeal to the academy's admission authority.
- Where children are admitted to the academy in agreement with the local authority's protocol.
- A child referred to the academy and given a place under the designated SEN code of conduct.

Applicants may take priority over other children on the waiting lists if the academy is directed to admit children under locally agreed protocols.

Summary

The above criteria are consistent with the borough even though we will handle admissions Admissions Policy Gateway Academy ourselves, but they also fit in with our vision and ethos. We are an inclusive school that is open to the community. Therefore, no selection by ability or aptitude will take place. Providing a fair system to all is a core part of our global citizenship ethos.

Gladstone School

www.gladstoneschool.org

Chair of Governors: Paul Dix

Tel: **020 3529 7887**

Email: admissions@gladstoneschool.org

Admissions enquiries to: Adam Smith

Email: admissions@gladstoneschool.org

Co-educational Age range: 11-18
Type: Free school

Published admission number: 120

A supplementary information form is NOT required

Open day

Sunday 22 September 2013 11am-1pm

Open mornings and evenings

Monday 7 October 2013 9.30-11am

Tuesday 15 October 2013 6.00-8.00pm

All open days and evenings will take place at
The Crown Hotel, Cricklewood Broadway

Admission arrangements

Our vision and ethos is for a local inclusive school and, if oversubscribed, our criteria will be to look after vulnerable children first, preserve family units and then serve the needs of the local community by offering places to pupils living nearest the school. Our admissions policy reflects these aspirations.

Application process

- 1 Gladstone School will provide school places for young people aged 11–18 and the admissions arrangements for the Year 7 intake are set out below.
- 2 The governing body of Gladstone School is the admissions authority for the school and holds responsibility for the admissions of pupils.
- 3 Gladstone School is committed to straightforward, open, fair and transparent admissions arrangement. The school will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.
- 4 Gladstone School will manage its own admissions for entry in September 2014 and applications should be made directly to the school.
- 5 Copies of the application form are available from the admissions team at Gladstone School or online at: www.gladstoneschool.org
- 6 Applications must be made by 31 January 2014. Gladstone School will write with the outcome of applications on 3 March 2014. Where email addresses have been provided applicants will receive an email during the evening of 3 March 2014.
- 7 For 2014 entry parents should also apply for, and hold places at, existing schools.
- 8 Full details of the application process are available in Brent Council's Secondary School 11+ Transfer Guide.
- 9 Inaccurate or false information on the form could result in the place being withdrawn.
- 10 We will operate in keeping with the local authority's fair access protocol.

Published Admissions Number (PAN)

- 11 Gladstone School has an agreed Published Admissions Number of 120 for admission into Year 7 and will admit up to this number each year.
- 12 All applicants will be admitted if fewer than 120 applications are received.

Special Educational Needs (SEN)

- 13 Children with a Statement of Special Educational Need (SEN) where Gladstone School is named on the Statement will be admitted to Gladstone School.

Oversubscription criteria

- 14 Where the school receives more applications than it has places available the oversubscription criteria will be in the following order of priority:
 - Looked after children or children who were previously looked after. Looked after children and previously looked after children are those who have been adopted, or have become subject to a residence order or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
 - Siblings of children who will still be attending the school in the academic year of admission. Siblings are generally defined, for the purpose of school admission in Brent, as a full, half, adopted, foster or step brother or sister living at the same address, or a child living as part of the family by reason of a court order.
 - Children of Gladstone School staff who have been in post for at least two years at the time of the application and/or have been recruited to fill a vacant post in a demonstrable skill shortage area.
 - Children whose parents have been given founder status, and who have been granted this provision by the Secretary of State for Education. Parents with founder status are those who have made an exceptional contribution to the vision and the establishment of the school.
 - Distance from the school with priority for admission given to children who live nearest to the main entrance of the school. Distance from home to school is measured in a straight line from the front door of the address to the front gate of the main entrance to the school. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Tie break

- 15 In the event of two or more applications that cannot otherwise be separated random allocation will be used as the final tie break. This process will be overseen by someone independent of the school.

Offers of places

- 16 All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time.

Waiting list

- 17 If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until 31 December of each academic year and will operate in accordance with the over-subscription criteria defined above.

Other admissions (in-year or casual admissions)

- 18 Applications for the vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time of the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the oversubscription criteria outlined in paragraph 14 and tie break outlined in paragraph 15. Unsuccessful in-year applicants will be allowed to request that their name be added to the waiting list and will be advised of their right to appeal against the decision not to admit them.

Evidence in relation to applications and offers

- 19 In this document 'parent' means the person making the application who has parental responsibility for the child. For children who reside with a relative or carer other than a natural parent, a residence order or other court order will be required. Proof of parental responsibility may comprise a letter from HM Revenue & Customs confirming receipt of Child Benefit or Child Tax Credits.
- 20 The child's principal home address is where the child resides as the only or main residence during the term time. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered with their GP.

21 Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is provided on the application form or is otherwise used to gain entry to the school, the offer of a place will be withdrawn and an appeal offered. The governing body will accept the following documents as proof of address:

- Confirmation that the parent is liable for Council Tax at the principal home address given on the application form.
- Utility bills in the name of the parent indicating they reside at the principal home address given on the application form.
- A tenancy agreement (the tenancy period must extend beyond the start of the academic year in which the child starts secondary school).
- Evidence of the exchange of contracts confirming the sale or purchase of a new property.

22 The governing body reserves the right to seek verification of the principal home address from the local authority in which the home is situated.

23 An offer of a place may be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Appeals

24 Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal by writing to the chair of governors at Gladstone School in accordance with the notification letter or email. Appeals should be made, in writing, within 20 school days from the date of notification that the application was unsuccessful

25 Gladstone School will use the independent appeals service provided by the local authority. The appeal will be considered by an independent appeals panel. Independent appeals panels are appointed in accordance with the school admission appeals code.

Headteacher: Mr J Miller, BSc (Hons)
MA NPQH

Chair of Governors: Mr M Glass

The Mall, Kenton, Harrow HA3 9TE

Tel: **020 8206 3100**

Fax: **020 8206 3101**

Email: **admin@jfs.brent.sch.uk**

Admissions enquiries to: Mrs A Maurice

Email: **admin@jfs.brent.sch.uk**

Co-educational **Age range:** 11-18

Type: Voluntary Aided School

Specialism: Humanities

Published admission number: 300

**Number of pupils at the school
in January 2013:** 2030

2013 appeals: 12

**Number of on time applications
received for September 2013 admissions:** 1225

Physical accessibility: High accessibility
Access to most ground floor and upper floor
teaching spaces and facilities, including external
spaces. School has capacity to deliver an inclusive
curriculum with no significant physical barriers.

A supplementary information form is required

Open evening

Thursday 10 October 2013 4-15pm

**How places were allocated for
September 2013 admissions:** 300

Siblings 152

30 distance places 62

All other recognised Jewish applicants 117

Pupils with Statements of
Special Educational Needs 6

Over offered by five places for
children with Special Educational Needs

Admission arrangements

The process for admissions to JFS is governed by regulations made under the School Standards and Framework Act 1998. All the processes described below are in accordance with that act and have been agreed in consultation with the London Borough of Brent. The arrangements set out in this policy apply to all students except those with Statements of Special Educational Needs (SEN). If your child has such a statement you do not apply for a place at the school under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

Admission to Year 7 in September 2014

Number to be admitted

1.1 We have a Published Admission Number of 300, which means that we will admit 300 students in Year 7. This includes students with Statements of Special Educational Needs (SEN) whose Statements name the school for the student. If 300 or fewer applications (including those stated children) are received, all those applying will be offered places. If we receive more than 300 applications, i.e. the school is oversubscribed, the following procedure is followed.

Oversubscription criteria

1.2 The oversubscription criteria are applied in the following order

- a Looked after children and previously looked after children who (in either case) meet the religious practice test (this involves achieving three points on the Certificate of Religious Practice). A looked after child is a child who is in the care of a local authority within the meaning of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989)
- b Children who meet the religious practice test and who have accommodation provided for them by a Jewish care home or care organisation
- c Siblings who meet the religious practice test and whose sibling is on roll at the time of application or formerly attended JFS for a period of at least three consecutive terms within the five years preceding the

proposed date of entry. For this purpose, the term 'siblings' means brothers and sisters, including half siblings, step siblings and adopted siblings but not any wider definition

- d The next ten children who meet the religious practice test and who live nearest to the school. Those living closest will have higher priority. Distance will be calculated by a straight line measurement between the front door of the child's home address to the main entrance of the school using the local authority's computerised measuring system. For those applicants who live an equal distance from the school, places will be determined by random allocation supervised by Brent Council. Where a child lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address for distance tie break purposes will be the address at which the child lives for the greater part of the school week, i.e. Monday to Friday. If the child lives equally with both parents at different addresses, the child's home address will be taken to be the address given on the Common Application Form (CAF) supplied by the relevant local authority
- e Other children who meet the religious practice test
- f Other looked after children and other previously looked after children
- g Any other children.

1.3 If in any category there are more applicants than there are available places remaining, offers will be made by random selection which will be conducted in the presence of an independent scrutineer appointed by Brent Council. If an offer is made under any category to someone who is a twin/triplet or from a multiple birth, an offer will also be made to the other sibling(s).

Procedure for admission to Year 7

- 2.1 You must complete the Common Application Form (CAF) supplied by your local authority and name the school as one of your preferences. You must send the CAF to your local authority and not to the school. You will also be able to do this online.
- 2.2 If you wish to claim priority based on the oversubscription criteria you should complete a Supplementary Information Form (SIF) as well as a Certificate of Religious Practice for the School (CRP) and send them directly to the school no later than the date by which the CAF has to be returned to your local authority. The SIF and CRP must be marked for the attention of the admissions officer at the school. It is not compulsory to complete a SIF or submit the CRP but we cannot give your child priority consideration without it.

2.3 The school decides the order in which places are to be offered in accordance with the admissions policy but Brent Council makes the offers, via your local authority, through its co-ordinated admissions process. Any offer of a place at the school must be accepted or rejected within a reasonable time frame or it may be withdrawn.

2.4 Unsuccessful applicants will be given the opportunity to go on the waiting list. Places in Year 7 are offered from the waiting list in accordance with the oversubscription criteria with random selection being used where there are more eligible applicants than there are places.

All other admissions (other than for Year 7 or Sixth form in September 2014)

- 3.1 All applications must be made directly to the school. An application is made by completing a SIF and a CRP which must be forwarded to the school. If no SIF or CRP is submitted the school will not be able to process the application. All applications will be considered by the admissions committee of the governing body and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the oversubscription criteria 1.2a, 1.2b, 1.2e, 1.2f and 1.2g set out above. Where there are more applicants in any category than there are available places, random selection will be used.
- 3.2 A waiting list will be maintained for each year of entry. Parents will be invited each year to indicate whether or not they wish their child to remain on the waiting list.

Sixth form admissions

- 4.1 Most of the school's students progress from Year 11 to Year 12 as a matter of course but the school will admit at least 35 students who are not already students at the school. Priority is given to students for whom a suitable course can be provided. Requirements for sixth form courses are stated in the school's sixth form prospectus. It is intended that the overall size of the sixth form – Years 12 and 13 – will be no more than 550.
- 4.2 External applicants must apply on the school's sixth form application form by the last Friday in January 2014. Applicants should also submit a CRP. Priority will be given to those applicants who meet the religious practice test with the highest priority within this group to looked after children and previously looked after children who meet the academic entry criteria.

4.3 The school will invite those applicants and parents to meet with the school. The purpose of the meeting is only to provide advice on options and entry requirements for particular courses. All applicants, if invited to a meeting, must attend with a parent or guardian. Those students who do not meet the religious practice test will only be considered for a place once applications from all those who do meet the religious practice test have been considered and the school can see that further places may be available for offer. Such applicants will then be invited to a meeting as above, and they must attend with a parent or guardian.

4.4 Offers are normally made by the end of the spring term. A decision regarding an offer may be deferred by the school and considered further once the applicant's GCSE results have been issued. Offers may be made conditional on the applicant securing specified grades in specified GCSE subjects.

4.5 External students applying after the end of January 2014 or after publication of GCSE results may still be considered but course places at this stage are likely to be limited.

Appeals

5.1 Anyone applying under any of the provisions of this policy who is not offered a place at the school will be advised of the process for appeal to an independent appeal panel.

Headteacher: Jeremy Waxman OBE
Chair of Governors: Mrs Georgina Bondzi-Simpson

Upper School:

Princes Avenue, Kingsbury, London NW9 9JR

Lower School:

Bacon Lane, Kingsbury, London NW9 9AT

Tel: **020 8206 3000**

Fax: **020 8206 3040**

Email: school@kingsburyhigh.org.uk

Admissions enquiries to: Priti Shah

Email: priti.shah@kingsburyhigh.org.uk

Co-educational **Age range:** 11-18

Type: Academy

Specialism: Mathematics and Computing

Published admission number: 315

**Number of pupils at the school
in January 2013:** 1958

2013 appeals: 2

**Number of on time applications
received for September 2013 admissions:** 1148

Physical accessibility: Medium accessibility
Access to part of ground floor teaching spaces and facilities, including external spaces. No access to upper floors. School has capacity to deliver an inclusive curriculum through time tabling adjustments, but physical barriers restrict scope.

A supplementary information form is NOT required

Open evening

Tuesday 1 October 2013 5-8pm

**How places were allocated for
September 2013 admissions:** 315

Siblings 111

Feeder school 100

Distance 93

Pupils with Statements of
Special Educational Needs 11

Admission arrangements

Co-ordinated admission scheme for transfer from primary to secondary:

All applications for transfer to Year 7 are co-ordinated by the local authority. Applications for transfer must be made directly to the local authority of the borough in which the child lives.

A completed Common Application Form (CAF) should be returned to the local authority for processing in accordance with its co-ordinated admissions scheme.

In the event that the school receives more applications for places than it can accommodate according to its published admissions limit of 315, the school's oversubscription criteria will be applied in the order given below:

Oversubscription criteria:

- 1 Children in public care (looked after children) identified and supported by social services and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Where the child has a brother or sister currently attending the school and will continue to do so on the date of admission. This criterion does not apply to siblings of students who have newly joined the school in the sixth form.
- 3 Children for whom there is evidence it is essential to be admitted to Kingsbury High School because of significant medical needs requiring a level of education best met by admission to this school. Applications should be supported in writing with a recommendation from a recognised professional of senior status. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons why Kingsbury High School is the most suitable school and difficulties that would be caused if the child had to attend another school.
- 4 Where the child attends one of the four feeder primary schools which are Fryent Primary, Kingsbury Green Primary, Oliver Goldsmith Primary and Roe Green Junior.

Where the number of applications arising from this criterion exceed the number of places available, those living closer to the school will be accorded the higher priority.

The distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the mid point between the upper and lower school, using the local authority's computerised measuring system.

Any places still remaining will be filled according to the distance of the child's parents' home from the school, with those living nearer being accorded the higher priority. 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 to a point midway between the two sites of the school).

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 of students with a Statement of Special Educational Needs (SEN)

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

Tie breaker

If two or more applicants have equal priority under the criteria, the criterion of proximity to the school will apply.

Twins, triplets and other children of multiple births

In considering applications from twins, triplets or children from multiple births it will be policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.

Application procedure

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 will 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 application will be sent to you by Brent Council on behalf of the governing body. Unsuccessful applicants will be placed on the waiting list.

Waiting lists

In the event that the school receives more applications for places that it can accommodate according to its published admissions' limit of 315, a waiting list will operate. Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to Brent Council's School Admissions Service.

Primary transfer to high school

Offers for places to pupils transferring to high school will be sent on 1 March (unless this date falls on a weekend, then offers will go out on the first working day after 1 March) each year by the local authority under its co-ordinated admission scheme.

In-year fair access

The school will work closely with the local authority, in accordance with local protocols. 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, will take precedence over those on a waiting list.

Sixth form admission

There are 315 places in Year 12 (sixth form) available for internal applicants who fulfil the individual course requirements. A limit of 30 places are available to external applicants. Where places are not filled by internal applicants, the school will consider making more places available to external applicants.

Places in Year 12 will be awarded in the following order of priority:

- 1 Children in public care (looked after children) and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Students who are on roll at Kingsbury High School at the end of the academic year immediately preceding the proposed date of entry into the sixth form.
- 3 External candidates must apply before Friday 7 February 2014.

Students must meet the entry requirements and the individual subject specific criteria for their chosen programme of study as published in the sixth form prospectus. Late applicants may be admitted if places are available on their chosen course.

Appeals process

You have the right to appeal against a decision not to admit your child to the school.

The school's appeals procedure is as follows:

- 1 Contact the admissions officer and ask for an appeals notification form.
- 2 Complete the form stating the reasons for your appeal, why you wish your child to attend the School and return the completed form to the school as directed.
- 3 You will be invited to an appeals hearing. The appeals committee will be made up of three people who are Independent of the school. At the hearing you will be asked to present your case, the School will present its case and you will be questioned and can ask questions yourself.
- 4 Any decision by the appeals committee will be binding.

Appeals for primary transfer on time applications will be heard before 17 June 2014.

Application documents should be returned by no later than the published date.

N.B.

The term 'parent' include:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person.

The term 'sibling' include:

- Brother or sister
- Half brother or sister;
- Adopted brother or sister;
- Step brother or sister;
- 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.

Michaela Community School

www.mcsbrent.co.uk

DfE number: **3049901**

Headteacher: Katharine Birbalsingh
MA (Oxon) NPQH

Chair of Governors: Suella Fernandes

Arena House, North End Road, Wembley HA9 0UU

Tel: **0845 257 5070**

Email: info@mcsbrent.co.uk

Admissions enquiries to: Ndubuisi Kejeh

Email: info@mcsbrent.co.uk

Co-educational **Age range:** 11-18

Type: Free school

Published admission number: 120

A supplementary information form is NOT required

Admission arrangements

MCS has an admission number of 120 year 7 pupils. MCS will accordingly provide for the admission of 120 pupils each year if sufficient applications for entry are received. Where fewer than the published admission numbers for year 7 are received, MCS will offer places to all those who have applied.

Oversubscription criteria

In the event that MCS is oversubscribed, after the admission of pupils with statements of Special Educational Needs (SEN) where the school is named in the Statement, priority for admission will be given to;

- 1 Looked After Children and 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. The definition of "previously looked after children" in the Admissions Code is children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- 2 Siblings at the school** A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with foster carers as a result of a being looked after by a local authority.
- 3** Random allocation for children within a 5 mile radius from the school
- 4** Other children with distance to the school being the final deciding factor

Tie-Breaks

Tie-breaks will be decided according to distance to the school with the child living closest to the school being given priority for admission. Distance is measured from the front door of child's home to the front gates of the school in a straight line. The child's home address is defined as the address at which the child spend the majority of their time; in cases where parents have joint and equal custody, the home address is deemed as

being that at which the child is registered with their GP.

In the event of two or more children living the same distance from the school, the final tie-break will be the random allocation of the place.

Waiting Lists

MCS will operate a waiting list for each year group. Where in any year MCS receives more applications for places than there are places available, a waiting list will operate throughout the school year. This will be maintained by the MCS Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

The position of the children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/Carers wishing to appeal against refusal of a place in the school will be automatically placed on the waiting list when notification of appeal is received.

Parents/Carers will have the right to appeal against any decision not to offer a place at MCS. If you wish to appeal, you should do this by writing to the Clerk to the Governors, Michaela Community School, Arena House, North End Road, Wembley, London, HA9 0AD who will then put the appropriate arrangements in place.

Parents/Carers must appeal within 20 school days from the date of notification that their application was unsuccessful.

Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6th July or the next working day, if 6th July falls on a weekend.

Appeals for late applications will, where possible be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged.

The MCS independent appeals panel will be properly trained to act in accordance with the admissions code. If there are a number of appeals, these will be heard at the same time.

Chair of Governors: Mrs T Outred

Harlesden Road, London NW10 3RN

Tel: **020 8965 3947**

Fax: **020 8385 3430**

Email: admin@ncc.brent.sch.uk

Admissions enquiries to: Mrs M Hughes

Email: mhughes@ncc.brent.sch.uk

Boys **Age range:** 11-18
Type: Voluntary Aided School

Published admission number: 150

Number of pupils at the school in January 2013: 546

2013 appeals: 0

Number of on time applications received for September 2013 admissions: 133

Physical accessibility: Low accessibility
Access to ground floor teaching spaces and facilities significantly restricted. No access to upper floors. Physical barriers limit ability of school to deliver an inclusive curriculum, but there may be scope to focus on sensory and learning disabilities.

A supplementary information form is required

Open evening

Thursday 19 September 2013 4.30-7pm

Open mornings

Wednesday 25 September 2013 9.15-11am

Thursday 26 September 2013 9.15-10.45am

Wednesday 2 October 2013 9.15-10.45am

Thursday 3 October 2013 9.15-10.45am

How places were allocated for September 2013 admissions: 150

All applicants were offered a place.

Admission arrangements

Newman Catholic College is an all boys' voluntary aided 11-18 comprehensive college. The college 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 witness to Jesus Christ. This policy has remained unchanged from that in use for 2013. The closing dates to be followed will be those set by Brent Council.

Boys will be admitted at age 11 regardless of ability or aptitude. Whenever there are more applicants than places, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the applicant refers to the parent/carer applying for the place and candidate refers to the boy for whom the application is being made.

As a Catholic school we aim to provide a Catholic education for all our boys. 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 and candidates 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 Year 7 will be 150

- 1 'Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after
- 2 Practising Catholics (a reference from a priest will be required). Within this criterion the following order of preference will be applied.
 - a The presence of a brother in the school at the time of admission
 - b The proximity of the child's home to the school measured in a straight line from the main school gate to the front door of the home
- 3 Other Catholic applicants.
- 4 Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after

- 5 Those preparing for the sacraments of baptism and Holy Communion with the Catholic Church (Catechumens).
- 6 Christian candidates who regularly attend church (supported by a minister of religion) and whose parents wish them to receive a Catholic education.
- 7 Other candidates whose parents wish them to receive a Catholic education and whose application is supported by a religious leader.
- 8 All other applicants.

Notes

See above for definition of looked after children

'Catholic' means a member of a church in full communion with the See of Rome. 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 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).

Practising Catholics

'Practising Catholic' means a Catholic child from practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

Oversubscription

Where the offer of places to all applicants in any of the sub-categories listed above would lead to over subscription, priority is given to those with a sibling attending the school at the date of admission. Brothers (which includes brothers in the sixth form) will need to already be on roll at the time of application and expected to still be in attendance on the date admission.

Siblings are defined as the legal half/step brothers living in the same household as father or mother. A child who is legally adopted and living in the same household would be considered as a sibling. In considering applications from twin, triplets or children from multiple births it will be the policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.

Distance (tie breaker)

Where the offer of places to all the applicants in any of the categories listed above would still lead to

oversubscription, the places up to the admissions number (150) will be offered to those living nearest to the school. The school will use straight line distance measured from the main school gate to the front door of the home address. This will be measured by the local authority on behalf of the school using a computerised geographical mapping system to calculate the distance. In blocks of flats the distance will be calculated to the door of the individual flat by adding the distance from that to the front entrance of the building.

Christian applicants

In order of preference this refers to Christian denominations affiliated to Churches together in Britain and Ireland and then to other Christian denominations.

Exceptional circumstances

The governors will give top priority to an applicant within a criterion where evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the boy (supported by priest, minister, doctor or primary school headteacher) which can only met at the school.

Pupils with a Statement of Special Education Needs (SEN)

There are separate application procedures for boys with statements of SEN. Boys with a Statement of SEN, which names this school, have priority for admission.

In-year admission

Applications for in-year admissions are made directly to the school. If there is no room to accommodate the request the parent will notified and advised of their right of appeal and the local authority will be notified. If a place becomes available and there is a waiting list, then applications will be ranked by the governing body in accordance with the oversubscription criteria. 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 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 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 and make an offer accordingly.

Admission to the sixth form

The sixth form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. The minimum number of external candidates to be admitted is five, although this may be exceeded if demand for available courses can be met. Remaining places in the sixth form of the school will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses as indicated in the sixth form prospectus. Preference will always be given to Catholic applicants.

Hard to place students (fair access)

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.

Waiting list

For all groups where the year cohort is full, the school will operate a waiting lists procedure for admission. This will be maintained in accordance with the published admission criteria for the school.

A student's place on the waiting list is not dependent upon the date of being placed on it, but will be determined by how they meet the oversubscription criteria. This means that a student'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 at the end of the academic year for which admission is sought. Parents/carers wishing their son's name to stay on the waiting list beyond this time will be required to submit a request in writing to the school.

Appeals

Parents have the right to appeal to an independent appeal panel against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the chair of governors at the school within 20 school days of receipt of the letter informing them that a place is not available. They will then be sent an appeal form to complete, setting down the reasons for their appeal. Parents will be given the date when the independent appeal panel will meet and hear their

appeal and they will have the right to attend. Parents may be represented if they so choose. **Parents are however reminded that appealing for a place does not guarantee entry to the school.**

Protocol on admissions procedures – 2014/5 (These notes form part of the admissions policy)

- 1 The admissions authority is the governing body of Newman Catholic College. All applicants should complete and return a Common Application Form (CAF), which they acquire from their primary school or their home local authority
- 2 The CAF must be returned to their home local authority so that they can co-ordinate admissions both inside and outside Brent. In addition parents should complete a diocesan Supplementary Information Form (SIF) which is available from Newman Catholic College and must be returned to the school. If parents do not return the SIF and priest's reference form the governors may be unable to consider which criterion the application fulfils and this may affect the chances of gaining a place at the school.
- 3 The diocesan standard priest's reference form, providing proof of Catholicity, is obtained from Newman Catholic College. The necessary priest's reference form will be sent by the admissions secretary to applicants with the SIF. The priest's reference form contains two parts. Parents complete part A and send it to their priest. The priest will then complete part B and send that to the school. Priests will retain part A for their own records. For applicants from other faith backgrounds, forms will be available on request to provide proof from their appropriate faith leader.
- 4 The date informing parents on their offer will be 1 March. This is done by the local authority on behalf of the school but the reply slips must be returned to the local authority.
- 5 A child is deemed to be to be resident at a particular address when he resides there for 50 per cent or more of the school week.
- 6 Late applications for secondary transfer (after the cut-off date which is on the application form) will only be considered after the 1 March.

Headteacher: Mr Matthew Lantos
Chair of Governors: Mr Donald Palmer

Carlton Avenue East, Wembley HA9 8NA
Tel: **020 8385 4040**
Fax: **020 8908 2607**
Email: **info@pmanor.brent.sch.uk**

Admissions enquiries to: Mrs Glynis Condison
Email: **admissions@pmanor.brent.sch.uk**

Co-educational **Age range:** 11-18
Type: Academy

Published admission number: 252
Number of pupils at the school
in January 2013: 1728
2013 appeals: 12
Number of on time applications
received for September 2013 admissions: 1148

Physical accessibility: Medium accessibility
Access to part of ground floor teaching spaces and facilities, including external spaces. No access to upper floors. School has capacity to deliver an inclusive curriculum through time tabling adjustments, but physical barriers restrict scope.

A supplementary information form is NOT required

Open evening
Wednesday 2 October 6-8.30pm

Open mornings
Thursday 3 October 2013 9.30-11am
Friday 4 October 2013 9.30-11am

How places were allocated for
September 2013 admissions: 252
Looked after children 3
Sibling connections 67
Distance 173
Pupils with Statements of
Special Educational Needs 9

ADMISSION ARRANGEMENTS

Admission to reception under local authority arrangements

The school's admission number for reception places in September 2014 is 60. Applications can be made online at eadmissions.org.uk. This website can be used for primary applications from 1 September 2013 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 2014 is 252. Applications can be made online at eadmissions.org.uk. This website can be used for secondary applications 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 (SEN)

If your child has a statement of Special Educational Needs (SEN) 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 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 Brent Council'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 oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to 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.

Oversubscription 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 (looked after children) and 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.
- 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 be on roll at the date of admission.
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 policy of the school is not to separate them even if

this means that the school will temporarily go over the published admissions number. (**Note:** brother or sister connections will only be considered if the brother or sister is currently attending the school including the sixth form and will continue to be on roll on the date of admission)

- iii Children for whom it is essential to be admitted to Preston Manor School because of special circumstances to do with significant medical needs, social needs or special educational needs.** The recommendation must be received in writing from a consultant at a NHS hospital or equivalent. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons Preston Manor School is the most suitable school and difficulties that would be caused if the child had to attend another school.
- iv Children of Preston Manor School staff, teaching and non-teaching, who have been employed for two or more years, or who will meet a skills shortage.**
- v Proximity to the school** (for children who do not fall within criteria i – iii) distance will be measured 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.

Tie breaker

If two or more students have equal priority under criteria i – iii, 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 to the school reception) being accorded the highest priority.

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)/previously looked children
- 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.

Waiting lists

In the event that students apply for subjects that are oversubscribed, they are added to a waiting list on a first come first served basis. If two or more students have equal priority under criteria i – iii, 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 to the school reception) being accorded the highest priority

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+

Queens Park Community School

www.qpcs.brent.sch.uk

DfE number: **3045403**

Headteacher: Mr Michael Hulme Med
Chair of Governors: Mr Martin Beard

Aylestone Avenue, London NW6 7BQ

Tel: **020 8438 1700**

Fax: **020 8459 1895**

Email: info@qpcs.brent.sch.uk

Admissions enquiries to: Mrs Diana Reess

Email: drees@qpcs.brent.sch.uk

Co-educational **Age range:** 11-18

Type: Academy

Specialism: Business and Enterprise

Published admission number: 208

**Number of pupils at the school
in January 2013:** 1196

2013 appeals: 10

**Number of on time applications
received for September 2013 admissions:** 1256

Physical accessibility: High accessibility
Access to most ground floor and upper floor
teaching spaces and facilities, including external
spaces. School has capacity to deliver an inclusive
curriculum with no significant physical barriers.

A supplementary information form is NOT required

Open evening

Tuesday 24 September 2103 6pm

**How places were allocated for
September 2013 admissions:** 208

Sibling connections 69

10 distance places 10

Feeder school 120

Any other applicants 2

Pupils with Statements of
Special Educational Needs 6

Admission arrangements

Queens Park Community School is a popular school and there is an increasing demand for places. The school has academy status and therefore the admission authority for the school is the governing body. The governing body of the school has drawn up this document to ensure fairness and clarity in the process, so that parents are able to understand how the offer to a student for admission to the year group is made.

The school's Published Admission Number (PAN) for each year group is as follows:

Year 7 – 208

Year 8 – 208

Year 9 – 208

Year 10 – 208

Year 11 – 200

Year 12 – 120

It is often the case that the actual number within the year group exceeds the PAN and this will take account of the following factors:

- Where a student is admitted to the school as the result of a successful appeal to the school's admission authority.
- Where students are admitted to the school in agreement with the local authority in-year fair access protocol.
- A student referred to the school and given a place under the designated SEN code of conduct.

Offers for a place (including applications for school places outside the normal admission round) are made in accordance with the admissions criteria for the school. Places in Year 7 are made through Brent Council's co-ordinated admission scheme and the admission and oversubscription criteria for the school (in the box overleaf) are applied in all cases. Within each admission criterion in the event of a tie break situation, priority will be given to the applicant who lives closer to the school. This will be measured in a straight line from the pupil's home address to the school (pupil services office).

A student's home address will be determined as that specified on the school application form. In cases where a student lives with parents with shared responsibility, each for part of a week, the address will be determined using a joint declaration from the parents stating the

pattern of residence. If a child's residence is equal between both parents, then the parents will be asked to determine which is the residential address for the purpose of admission to the school. If the residence is not split equally between both parents then the address used will be that where the child spends the majority of the school week.

Casual admissions

Applications made for school places outside the normal admission round, whether in-year or at the start of a school year, must be made in writing and directly to the admissions co-ordinator at the school.

Appeals

Details of how to appeal against an unsuccessful application for a place at the school, including those made outside the normal admission round, should be requested in writing from the headteacher. Documentation giving information, details and support in making an appeal will be sent.

Parents wishing to appeal against an unsuccessful application for a place in the school will be automatically placed on the waiting list when the appeal application and a school application form are completed. Students whose entry to the school is co-ordinated through Brent Council are automatically placed on the waiting list as determined by the initial offer made.

Sixth form

Progression to the school's sixth form will not require formal application for students already in the school. There will be a meeting to provide advice and appropriate progression routes. The published PAN is based upon an estimate and it will be acceptable to exceed this if demand for available courses can be met. External applicants will be required to complete an application form. Entry guidelines are published in the sixth form brochure and are placed on the school website. They will be the same for internal and external applicants. Priority will be given to those who have completed their compulsory education at QPCS. Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate (details available from the headteacher as above)

External applicants: In the event of those applying meeting the qualification criteria and the published admission number being exceeded, the school will apply admission criteria 1,2,3 and 5 to determine places offered.

The waiting list

For year groups 7 to 10 where the year cohort is full, the school will operate a waiting list procedure for admission from September 1 in each academic year. This will be maintained in accordance with the published admission criteria for the school and instigated when a place becomes available during the year. Where a place becomes available before an appeal it will be filled from the waiting list, in line with the published admissions criteria and will not be determined by the length of time being placed on the waiting list. The waiting list will be closed each year and will not roll over.

The admission and our oversubscription criteria for Queens Park Community School are:

- 1 Looked after children.
- 2 Children with significant special medical or social reasons where the supporting evidence at the time of application (a letter from a registered health professional e.g. a doctor, social worker) sets out the additional difficulties if the child was to attend another school.
- 3 Children who have a sibling, by birth or marriage, who has attended the school for at least one year, including the sixth form, and is expected to continue to do so on the date of admission.
- 4 Ten places will be designated for children not attending one of our feeder schools, those living closest to the school will be accorded the higher priority*
- 6 Children attending one of our partnership primary schools – (Donnington Primary School, Gladstone Park Primary School, Kensal Rise Primary School, Kilburn Park Primary School, Malorees Junior School, Princess Frederica CE Primary School and Salusbury Primary School).
- 7 Proximity of the child's home address to the school, with those living nearer the school being accorded higher priority*.

(*calculated as a straight line distance from the school using the Brent Local Authority Co-ordinated Admission Scheme recognised software)

St Gregory's Catholic Science College

www.stgregorys.harrow.sch.uk

DfE number: **3045406**

Headteacher:	Mr A Prindiville M.A. (Ed) NPQH
Chair of Governors:	Mr Alloysius Frederick
Donnington Road, Kenton, Harrow, Middlesex HA3 ONB Tel: 020 8907 8828 Fax: 020 8909 1161 Email: schooloffice@stgregorys.harrow.sch.uk	
Admissions enquiries to: Mrs C Ryan Email: cryan@stgregorys.harrow.sch.uk	
Co-educational	Age range: 11-19
Type:	Voluntary Aided School
Specialism: Science	
Published admission number:	176
Number of pupils at the school in January 2013:	1118
2013 appeals:	5
Number of on time applications received for September 2013 admissions:	601
Physical accessibility: Medium accessibility Access to part of ground floor teaching spaces and facilities, including external spaces. No access to upper floors. School has capacity to deliver an inclusive curriculum through time tabling adjustments, but physical barriers restrict scope.	
A supplementary information form is required	
Open evening Thursday 19 September 2013 3-8pm	
How places were allocated for September 2013 admissions:	
Catholic looked after pupil	0
Practising Catholic, priest reference, with sibling	30
Practising Catholic, priest reference, distance	117
Other baptised Catholics	16
Other children with sibling	4
Pupils with Statements of Special Educational Needs	9

Admission arrangements

We admit pupils to the school from age 11 without reference to ability or aptitude. Our Published Admission Number (PAN) for entry into Year 7, as in previous years, will be 176. We believe that pupils should derive spiritual as well as academic benefit from being at the school. In order to preserve the Catholic character of the school, priority will be given to Catholic applicants. 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 school had 601 applicants for 176 places for September 2013, and these were filled using the 2013/14 admission criteria.

Oversubscription

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

- 1 Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
- 2 Practising Catholics (a reference from a priest will be required). Within this criterion the following order of preference will be applied.
 - a The presence of a sibling in the school at the time of admission
 - b The proximity of the child's home to the school.
- 3 Other baptised Catholic children.
- 4 Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
- 5 Other children who will have a sibling at the school at the time of admission
- 6 Pupils from committed Christian families whose parents wish them to have a Catholic education. In order of preference:

- a Christians attending Christian Churches affiliated to Churches Together in Britain and Ireland.
- b Other Christian denominations.
- 7 Pupils from other faith backgrounds whose parents wish them to have a Catholic education
- 8 Any other applicants.

Siblings (which include siblings in the sixth form) will need to already be on roll at the time of application and expected to still be in attendance on the date of admission. Siblings are defined as including the legal half/step brothers or sisters living in the same household as father or mother. A child who is legally adopted and living in the same household would be considered as a sibling.

In considering applications from twins, triplets or children from multiple births it will be the policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.

Pupils with a Statement of Special Educational Needs (SEN)

The admission of pupils with a statement of Special Education Needs (SEN) is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining statements by the pupil's local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Fair access protocol

The school is also 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.

In-year admission

Applications for in-year admissions are made directly to the school. You will also need to complete the schools Supplementary Information Form (SIF) which you can download from our website, pick up from the council or the school. 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. Unsuccessful

applicants will be placed on the waiting list. Proof of address and a reference from a priest will be required (where appropriate). The school will require proof of residence as the distance criteria needs to be clear cut. The proof will be in the form of a Council Tax form, utility bill and such like. The child's residence at the time of application will be considered as their main home address.

Admission to the sixth form

The sixth form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. The minimum number of external candidates to be admitted is 12, although this may be exceeded if demand for available courses can be met. Remaining places in the sixth form of the school will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses as indicated in the sixth form prospectus. When considering external applicants, the governors will give preference to practising Catholic applicants (for which a priest's reference will be required) in line with over subscription criteria.

Sixth form admissions appeals will be heard within 40 school days of the appeal being lodged.

Waiting lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to the school.

Tie break

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 admissions number will be offered to those living nearest to the school. The school will adopt the local authority's method of measuring distance between the school gate and the front door of the home address using a computerised geographical system to calculate the distance in a straight line from the main school gate to the front door of the home address. Where there are

applicants living in the 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 the main door to the building will have priority.

Appeals

Parents have the right of appeal to an independent appeal panel against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the chair of governors at the school within 20 school days of receipt of the letter informing them that a place is not available. They will then be sent an appeal form to complete setting down the reasons for their appeal. Parents will be given the date when the independent appeal panel will meet and hear their appeal and they will have the right to attend. Parents may be represented if they so choose. Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard within 40 school days. Timetable for appeals will be published on our website in February of each year. Parents are reminded, however, that appealing for a place does not guarantee entry to 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).

'Catholic' means a member of a church in full communion with the See of Rome. 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 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).

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the diocese.

Protocol on admissions procedures – 2014/15

- 1 The admissions authority is the governing body of St Gregory's Catholic Science College. All applicants, whether Harrow or Brent residents, or elsewhere, must complete and return a Common Application Form (CAF), which they can get from their primary school or their home local authority.
- 2 The CAF must be returned to their home local authority so that they can co-ordinate admissions both inside and outside Brent. In addition, parents should complete a Supplementary Information Form (SIF), which is available from Brent Council or from St Gregory's Catholic Science College and must be returned to the school. If parents do not return the SIF and priest's reference form (only practising Catholics need to submit a priest's reference form) the governors may be unable to consider your application fully and it is unlikely that your child will be offered a place at the school.
- 3 The diocesan standard priest's reference form, providing proof of practice of the Catholic faith, is obtained from St Gregory's and is also available on the Diocese of Westminster's website at www.rcdow.org.uk/education and should be returned directly to the school. The priest's reference form contains two parts: Parents complete part A and send it to their priest. The Priest will then complete part B and send that to the school. Priests will retain part A for their own records. For applicants from other faith backgrounds, forms will be available on request to provide proof from their appropriate faith leader.
- 4 The date for informing parents on their application will be 1 March. This is done by the local authority on behalf of the school but the reply slips must be returned to the local authority.
- 5 In the letter of offer parents will be given details of the right to appeal. Appeals will be heard by an independent appeals panel convened by the governing body.
- 6 A child's residential address is where the child lives for 50 per cent or more of the school week.
- 7 Late applications for secondary transfer (after the cut-off date which is on the application form) will only be considered after the 1 March.

The Crest Boys' Academy

www.thcrestboysacademy.org.uk

DfE number: **3046908**

Headteacher: Phil Hearne,
Executive Principal

Chair of Governors: Mr John Hall

Crest Road, London NW2 7SN

Tel: **0208 452 8700**

Fax: **020 8208 2281**

Email: info@thcrestboysacademy.org.uk

Admissions enquiries to: Patricia Nelson

Email:

patricia.nelson@thcrestboysacademy.co.uk

Boys Age range: 11-16

Type: Academy

Specialism: Technology and Mathematics

Published admission number: 150

Number of pupils at the school

in January 2013: 493

2013 appeals: 0

Number of on time applications received for September 2013 admissions: 137

Physical accessibility: High accessibility

Access to most ground floor and upper floor teaching spaces and facilities, including external spaces. School has capacity to deliver an inclusive curriculum with no significant physical barriers.

A supplementary information form is NOT required

Open day

Thursday 26 September 2013 9am-4pm

How places were allocated for September 2013 admissions: 150

All applicants were offered a place.

Admission arrangements

The Crest Boys' Academy will offer 150 places for boys in Year 7 from September 2014

Process of application

Arrangements for applications for places at the academy will be made in accordance with the local authority's Co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the local authority.

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of girls with statements of Special Educational Needs (SEN) where The Crest Boys' Academy is named on the statement and the academy believes it can meet the needs of the child, the criteria will be applied in the following order:

- 1** Boys in public care and previously looked after children
- 2** Boys whose siblings currently attend The Crest Boys' Academy and who will continue to do so on the date of admission
- 3** Boys whose siblings currently attend The Crest Girls' Academy and who will continue to do so on the date of admission.
- 4** Boys in special circumstances related to significant medical needs, social needs, or Special Educational Needs i.e. either SEN pupils without a Statement or those whose Statement does not name the academy. 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 i.e. medical consultant, head teacher of current school or other appropriate officer. The recommendation should provide evidence that is essential for the named pupil to be admitted to the academy. This criterion relates to the child's medical, social and special needs, and not to any other member of the child's family. Decisions regarding whether children fall under this criterion are made by the governing body of the academy.

5 Admission of boys on the basis of proximity to the academy using straight line measurement from the main entrance of the academy to the main entrance to the child's home, using the council's computerised measuring system. In the case of children who live in flats, random allocation will be used after distance as a tie-break to determine admission. If criteria (2) – (4) above are oversubscribed criterion (5) will be applied to applicants to determine who is admitted.

Operation of waiting lists – Subject to any provisions regarding waiting lists

in the council's coordinated admission scheme, the academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate throughout the academy year. This will be maintained by the local authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list does not depend upon the time they have been on the waiting list. It will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. This 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. The waiting list will be closed each year and not roll over. Parents wishing to have their child remain on the list will be required to submit a request to Brent Council's School Admissions Service.

Arrangements for admitting students to other year groups, including replacing any students who have left The Crest Boys' Academy.

If you wish to make an application for this academy 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. From 2010–2011 the council has coordinated admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This does not affect academies' right to determine which applicants have priority for admission.

Subject to any provisions in the council's co-ordinated admission 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria described above shall apply. Parents whose application is turned down shall be entitled to appeal.

The Crest Girls' Academy

www.thecrestgirlsacademy.org.uk

DfE number: **3046907**

Headteacher:	Phil Hearne, Executive Principal
Chair of Governors:	Mr John Hall
Crest Road, London, NW2 7SN Tel: 020 8452 4842 Fax: 020 8452 6024 Email: info@thecrestgirlsacademy.org.uk	
Admissions enquiries to:	Rose Brooker Email: r.brooker@thecrestgirlsacademy.org.uk
Co-educational Age range:	11-16
Type:	Academy
Specialism:	Technology and Languages
Published admission number:	180
Number of pupils at the school in January 2013:	785
2013 appeals:	0
Number of on time applications received for September 2013 admissions:	219
Physical accessibility:	High accessibility Access to most ground floor and upper floor teaching spaces and facilities, including external spaces. School has capacity to deliver an inclusive curriculum with no significant physical barriers.
A supplementary information form is NOT required	
Open day	
Thursday 26 September 2013	9am-4pm
How places were allocated for September 2013 admissions:	150
All applicants were offered a place.	

Admission arrangements

Admission numbers

The Crest Girls' Academy will offer 180 places for girls in Year 7 in September 2014.

Process of application

Arrangements for applications for places at the academy will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the local authority.

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of girls with statements of Special Educational Needs (SEN) where The Crest Girls' Academy is named on the statement and the academy believes it can meet the needs of the child, the criteria will be applied in the following order:

- 1 Girls in public care and previously looked after children.
- 2 Girls whose siblings currently attend The Crest Girls' Academy and who will continue to do so on the date of admission
- 3 Girls whose siblings currently attend The Crest Boys' Academy and who will continue to do so on the date of admission.
- 4 Girls in special circumstances related to significant medical needs, social needs, or Special Educational Needs (SEN) i.e. either SEN pupils without a Statement or those whose Statement does not name the academy. 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 i.e. medical consultant, head teacher of current school or other appropriate officer. The recommendation should provide evidence that is essential for the named pupil to be admitted to the academy. This criterion relates to the child's medical, social and special needs, and not to any other member of the child's family. Decisions regarding whether children fall under this criterion are made by the governing body of the academy.

5 Admission of girls on the basis of proximity to the academy using straight line measurement from the main entrance of the academy to the main entrance to the child's home, using the council's computerised measuring system. In the case of children who live in flats, random allocation will be used after distance as a tie-break to determine admission. If criteria (2) – (4) above are oversubscribed, criterion (5) will be applied to applicants to determine who is admitted.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the council's coordinated admission scheme, the academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate throughout the academy year. This will be maintained by the local authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

The Crest Girls' Academy admissions criteria (2014/2015)

A child's position on the waiting list does not depend upon the time they have been on the waiting list. It will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. This 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. The waiting list will be closed each year and not roll over. Parents wishing to have their child remain on the list will be required to submit a request to Brent Council's School Admissions Service.

Arrangements for admitting students to other year groups, including replacing any students who have left The Crest Girls' Academy.

If you wish to make an application for this academy 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 0208937 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. From 2010 – 2011 council's has coordinated

admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This does not affect academies' right to determine which applicants have priority for admission. Subject to any provisions in the council's co-ordinated admission 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria described above shall apply. Parents whose application is turned down shall be entitled to appeal.

Wembley High Technology College

www.whtc.co.uk

DfE number: **3044006**

Headteacher:	Ms Gill Bal BSc Hons, NPQH, NLE
Chair of Governors:	Mr Kishor Mistry
East Lane, North Wembley HA0 3NT Tel: 020 8385 4800 Fax: 020 8385 4899 Email: admin@whtc.co.uk	
Admissions enquiries to: Mrs Davinder Guron Email: admim@whtc.co.uk	
Co-educational	Age range: 11-18
Type:	Academy
Specialism: Technology	
Published admission number:	210
Number of pupils at the school in January 2013:	1354
2013 appeals:	28
Number of on time applications received for September 2013 admissions: 2254	
Physical accessibility: Low accessibility Access to part of ground floor teaching spaces and facilities, including external spaces. No access to upper floors. School has capacity to deliver an inclusive curriculum through time tabling adjustments, but physical barriers restrict scope.	
A supplementary information form is NOT required	
Open evening Tuesday 17 September 2013 5.30-8.30pm	
How places were allocated for September 2013 admissions:	
Looked after children	0
Sibling connections	70
20 distance places	20
Feeder school	117
Pupils with Statements of Special Educational Needs (SEN)	3

Admission arrangements

Wembley High Technology College is a highly oversubscribed college with the annual intake limited to 210 (1125 + applications were received for September 2013). We have eight forms of entry in Year 7 to ensure that class sizes are kept small. We are an open college and welcome visitors. To arrange a visit at anytime, please telephone the admissions secretary on 020 8385 4803.

Applications

Wembley High Technology College operates within Brent Council's co-ordination scheme and applications for secondary transfer should be made using the Common Application Form (CAF). The CAF must be returned to the local authority. Applications for students with a statement of Special Educational Needs (SEN) are made by the local authority using a completely separate procedure.

Oversubscription criteria

Where applications for admission exceed the number of places available, the following will be applied in the order set out below:

- 1 Looked after children, including previously looked after children.
- 2 Special medical or social reasons. Parents applying under this criteria must provide supporting evidence from a professional e.g. a consultant, stating why Wembley High Technology College is the most suitable school and the difficulties caused if the child attends another school.
- 3 Children who have a sibling at Wembley High Technology College on the date of admission. This does not include the sixth form.
- 4 Twenty places will be reserved for students who live nearest the college.
- 5 Those pupils attending one of the four technology college feeder primary schools which are Sudbury, Barham, Oakington Manor and Lyon Park. Where the number of applications arising from this criterion exceeds the number of places available, those living nearest the college will be accorded a higher priority.
- 6 Those living closest to the college. Distance will be measured in a straight line from the child's permanent

home address to the college. Where applicants live in the same block of flats measurements will be taken from the door of each individual.

Appeals

Parents can appeal by writing to Ms Guron (admissions secretary) at the college. All on-time application appeals will be heard at the latest by the 30 April 2014. Appeals of late applications will be heard within 30 days of the appeal being lodged.

Waiting list

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list which will be ranked according to the over subscription criteria, and not in the order in which the applications are received.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to Brent Council's School Admissions Service.

Brent Council's in-year fair access protocol will take precedence over waiting lists where applicable.

Casual admission arrangements

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/admission. 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.

Sibling

Sibling refers to brother or sister, half brother or sister, or adopted brother or sister. The child must be living in the same family unit at the same address.

Split residency

If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address of the purpose of admission to

the college. 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 college 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 policy of the school is not to separate them even if this means that the school will temporarily go over the published admissions number.

Admission arrangements for sixth form

Places are offered first to eligible Year 11 students and then to external applicants who meet the minimum entry requirements as published in the sixth form prospectus and is contingent on the availability of appropriate resources. Access to courses is dependent upon actual GCSE (or other equivalent) grades as indicated in the sixth form prospectus. The maximum number of external candidates likely to be admitted is 20, although this may be exceeded if demand for available courses can be met.

External applicants

In the event of all those applying meeting the qualification criteria and the published admissions number being exceeded, the school will apply its admissions criteria to determine places offered.

Special educational needs

Brent Council's policy is that children with Special Educational Needs (SEN) should attend their local secondary 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. Despite this, the vast majority of children with SEN do attend their local secondary school. The Special Educational Needs Assessment Service (SENAS) will discuss this with parents and provide information regarding the most appropriate placements for individual children.

Transfer arrangements for children without Statements

Children who have SEN but do not have a Statement will transfer to secondary school through the co-ordinated admission procedures. The Code of Practice on School Admissions states: Children with SEN but without Statements 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, on the basis of the school's published admissions criteria. All mainstream schools receive funding to provide extra help for children with SEN.

Transfer arrangements for children with Statements

The main admission criteria and application processes do not apply to children who have a Statement of SEN. The council will apply for places on behalf of all such children. An annual review of the statement will be held before the end of the summer term in Year 5. Discussion will take place at the review between parents, school staff and other professionals about appropriate arrangements for secondary transfer.

For further information please contact Brent Council's Special Educational Needs Assessment Service (SENAS)
Tel: 020 8937 3229
Email: sen.assessments@brent.gov.uk

Special schools

Special schools in Brent cater for the small number of children who have complex needs that cannot be met at their local 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.

The Village School

Headteacher: Ms K Johnson

Grove Park, London NW9 0JY

Tel: 020 8204 3293

Fax: 020 8206 1103

Email: office@village.brent.sch.uk

Number of places at School: 235

Age range: 2–19

Special school for nursery, primary, secondary aged pupils and post 16, with complex physical, medical needs and a range of communication, learning and sensory needs.

Woodfield School

Headteacher: Ms Desi Lodge-Patch

Glenwood Avenue, London, NW9 7LY

Tel: 020 8205 1977

Fax: 020 8205 5877

Email: rekha@woodfield.brent.sch.uk

Number of places: 110

Age range: 11–16

For pupils aged from 11 to 16 with moderate learning difficulties, social and communication disorders and autism. Ten of the above 100 places are for pupils diagnosed with ASC who are taught by specialist teachers in the autistic base.

Preston Manor School

Speech, Language and Communication Needs
Autistic Spectrum Disorder

Other school information

Term dates for 2014–2015 (under consultation)

The 195 school days include five in-service training days for teachers held at the schools' discretion. Up-to-date information is available at www.brent.gov.uk/admissions

Autumn 2014

- Term starts: Monday 1 September 2014
- Half term: Monday 27 October 2014 – Friday 31 October 2014
- Term ends: Friday 19 December 2014
- Number of days: 75

Spring 2015

- Term starts: Monday 5 January 2015
- Half term: Monday 16 February 2015 – Friday 20 February 2015
- Term ends: Friday 27 March 2015
- Number of days: 55

Summer 2015

- Term starts: Monday 13 April 2015
- Half term: Monday 25 May 2015 – Friday 29 May 2015
- Term ends: Monday 20 July 2015
- Number of days: 65

Exceptions Certain schools including Capital City Academy and Newman Catholic College use their own term dates.

Occasional closure days We have delegated the responsibility for determining the dates, following the advice of the headteacher, who will have consulted staff.

The school curriculum

The school curriculum, which all pupils follow, includes the national curriculum plus other subjects including religious education, sex education and careers education. The national curriculum is organised into four key stages. A key stage is a learning period which is designed to provide relevant skills, knowledge, and understanding for students at specific ages. Key Stage 1 and 2 are usually taught at primary schools and Key Stage 3 and 4 at secondary schools. Pupils' knowledge and understanding for each key stage level are assessed by tests at the end of each key stage.

All schools offer courses leading to General Certificate of Secondary Education (GCSE) examinations in all the

main subjects. As well as GCSE, schools offer a range of vocational qualifications known as General National Vocational Qualifications (GNVQs).

Pupils are tested in English, maths and science at the end of Key Stage 3 (Year 9). During Year 9 decisions are made about a range of core and optional subjects leading to GCSE or related vocational qualifications (GNVQ).

Free school meals

To be eligible for free school meals you must be in receipt of one of the following benefits:

- Income Support (IS) or Income Based Job Seekers Allowance (IBJSA)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £ 16,190.00)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- 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.

You must provide us with your NI or NASS number and DOB in order for us to check your eligibility with the Department of Education, Eligibility Check Service.

If you are already in receipt of free school meals and nothing has changed then you do not need to reapply. We will check with the Benefits Agency if you get any of these benefits. We may have to contact you again if we require evidence or information from you. You can make an application at any time during the year, for example, if you are made redundant or start receiving income support.

Applications must be made to the local council where the school is situated. For children attending a Brent school all applications must be made to Brent Council.

Application forms can be obtained from the **Brent Customer Service, Brent Civic Centre Engineers Way, Wembley HA9 0FJ**

You can apply online at www.brent.gov.uk/free-schoolmeals or telephone 020 8937 3100.

Home to school travel

The Education and Inspections Act 2006 extends rights to free home to school transport to maintained schools and academies for children from low income families. This is defined as those whose children are entitled to free school meals or who are in receipt of their maximum level of Working Tax Credit. This will remove the lack of affordable transport as a barrier to choice for these families.

The position is different for primary and secondary schools:

- For children of primary age, transport will only be provided to the nearest suitable school, but for those in 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.

In London, travel is free on buses for children up to 18 years of age, and 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. The council will consider all applications submitted. Application forms are available from Brent Civic Centre, Engineers Way, Wembley HA9 0FJ or telephone **020 8937 3000**.

Disability Discrimination Act – information for parents

In September 2002 the Disability Discrimination Act (DDA) was extended, and it became illegal for any school to discriminate against disabled pupils (either current or prospective). Parents can now seek redress via the new SEN and Disability Tribunal, and through the admissions and exclusions appeal panels. Under the DDA it is illegal for anyone providing goods, facilities or services to unjustifiably discriminate against a disabled person, and this applies to schools and the provision of education.

A person is considered to have a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.

Since September 2002, councils and school governing bodies have been required to treat disabled pupils equally, and to make reasonable adjustments to ensure disabled

pupils are not put at a substantial disadvantage compared to nondisabled pupils. The new responsibilities cover:

- Admissions
- Exclusions
- Education and associated services. This covers:
 - All teaching provided in the school, both by teachers and other school staff
 - Procedures and activities undertaken at lunch and during other breaks
 - Activities such as after-school clubs, school trips, and school orchestras
 - It does not include adult education provided in schools and services to parents.

The following are examples of situations where a school must not treat disabled children in a discriminatory manner:

- In the way they decide who will get a place in a school (this includes any rules when schools are oversubscribed i.e. more people apply than there are places available, and how they use the rules)
- In the terms in which they offer pupils a place
- By refusing to accept, or deliberately not accepting, an application form from a disabled pupil for admission.

It is also illegal for councils and school governing bodies to discriminate unfairly against disabled people when providing non-educational services on the school premises. Non-educational activities might include leisure activities for children and adults that are not related to educational development, school fundraising events or any community use of school facilities.

How to complain about Brent Council www.brent.gov.uk

We always try to provide excellent services. But sometimes things go wrong and, when they do, we want to know so that we can put things right and learn from our mistakes.

Ways to complain

- Online www.brent.gov.uk/complaints
- Phone Customer Service on 020 8937 1200
- Email customer.services@brent.gov.uk
- In person visit Brent Civic Centre, Engineers Way, Wembley HA9 0FJ
- Write directly to the service concerned and address your complaint to the Complaints Team.

Useful contacts

Brent School Admissions Service

For information/enquiries about admissions to Brent secondary schools you can visit Brent Customer Services, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

Tel: 020 8937 3110

Email: school.admissions@brent.gov.uk

Web: www.brent.gov.uk/admissions

Neighbouring local authorities

Barnet

Tel: 020 8359 7651

Email: school.admissions@barnet.gov.uk

Web: www.barnet.gov.uk

Camden

Tel: 020 7974 1625

Web: www.camden.gov.uk

Ealing

Tel: 020 8825 6339

Email: schooladmissions@ealing.gov.uk

Web: www.ealing.gov.uk

Harrow

Tel: 020 8901 2620

Email: education@harrow.gov.uk

Web: www.harrow.gov.uk

Hillingdon

Tel: 01895 556 644

Email: admissionsbenefits@hillington.gov.uk

Web: www.hillingdon.gov.uk

www.education.gov.uk for other Local Authority address details