

APPLYING FOR A SECONDARY SCHOOL

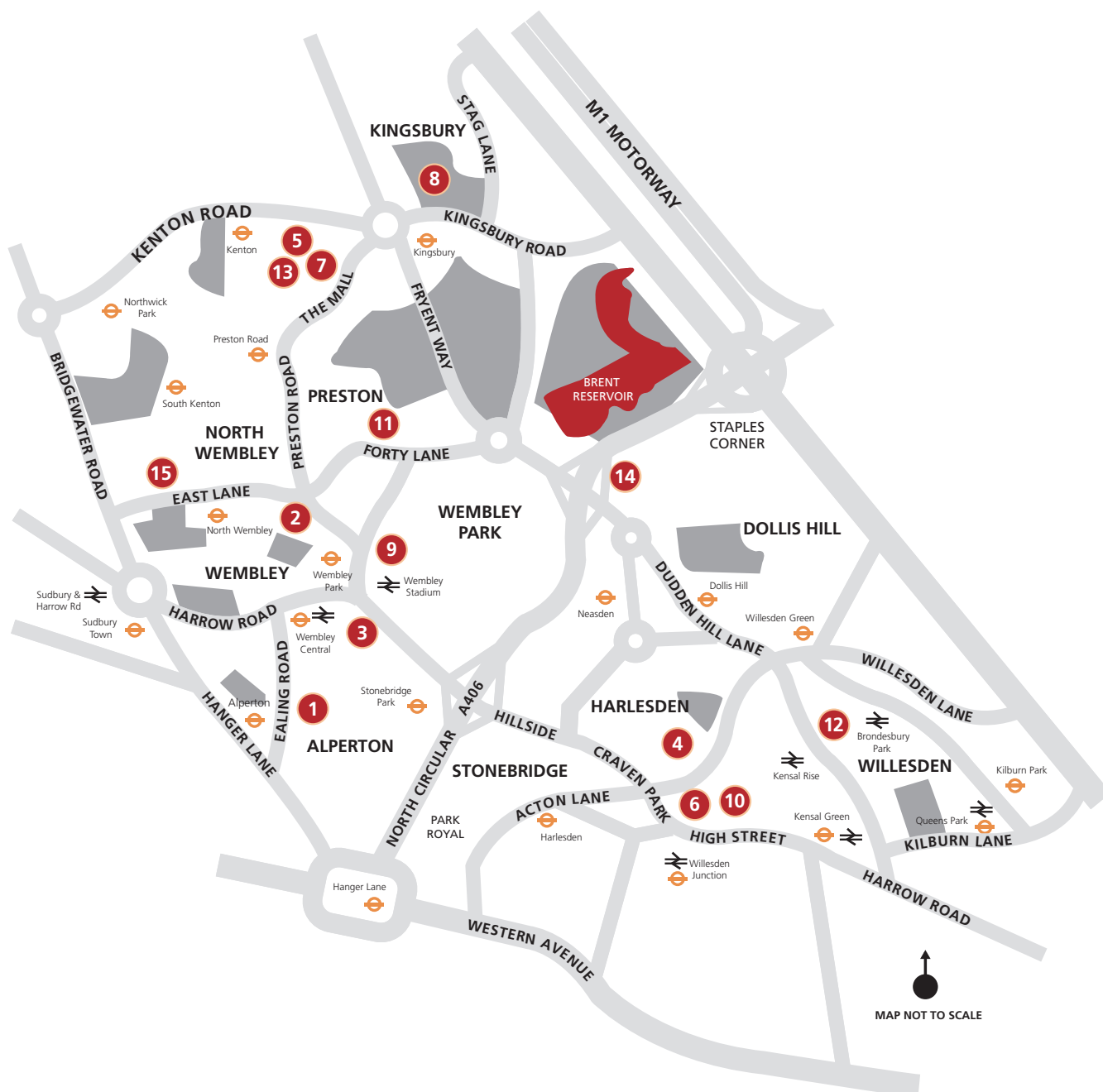
for September 2018

.....



Location of Brent secondary schools

- | | | | |
|---|--|----|--|
| 1 | Alperton Community School | 9 | Michaela Community School |
| 2 | Ark Academy | 10 | Newman Catholic College |
| 3 | Ark Elvin Academy | 11 | Preston Manor High School |
| 4 | Capital City Academy | 12 | Queens Park Community School |
| 5 | Claremont High School | 13 | St. Gregory's Catholic Science College |
| 6 | Convent of Jesus and Mary Language College | 14 | The Crest Academy |
| 7 | JFS | 15 | Wembley High Technology College |
| 8 | Kingsbury High School | | |



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Section 1 – Apply

Apply for...

Secondary school for September 2018

If your child was born between 1 September 2006 and 31 August 2007 you need to apply for them to start secondary school in September 2018.

Studio School and University Technical College (UTC) for September 2018

If your child was born between 1 September 2003 and 31 August 2004, you can apply for a place at a Studio School or University Technical College (UTC). More details can be found on page 61.

Sixth Form

Admissions to sixth form are dealt with directly by schools. Contact schools directly for further information.

In Year Admissions

If your child does not currently have a school place or you wish to transfer them to a different school, you will need to make an "In Year" application. Please visit www.brent.gov.uk/inyearadmissions for more information.

Important Dates

September/October	School Open Events (see p6)
31 October 2017	Applications deadline
1 March 2018	National offer day (see page 13)
15 March 2018	Response deadline
15 March 2018	Deadline for applications and changes for the second round
Week ending 29 March 2018	Second round offers
6 April 2018	Second round response deadline
4 May 2018	Deadline for applications and changes for the third round
Week ending 25 May 2018	Third round offers
1 June 2018	Third round response deadline
September 2018	Children start school

Before you make your application

1	Are your preferences realistic? Consider how likely it is that your child will be offered a place at your preferred schools.	Read the admissions criteria for each school and look to see which criteria apply to your child. The admissions criteria for Brent schools are listed on pages 16 to 60.
2	Do you live close enough to get a place? Find out your home to school distance. Compare with cut-off distances from last year.	Find the distance to your preferred schools using the Direct Gov schools finder (schoolsfinder.direct.gov.uk) The distance of the last child offered a place at Brent schools from last year is on page 15. Remember that although this information can be used to give you an idea of how likely it is that you will be offered a place, the 'last distance' will change every year. We can never guarantee any child will be offered a place at any school.
3	Visit schools	Open event details for Brent schools are available on page 6.
4	Read Ofsted reports	You can view reports at www.ofsted.gov.uk Brent has many 'Good' and 'Outstanding' schools.
5	How will your child travel to school?	The cost of home to school travel is covered by free transport provided by Transport for London (TfL). A long journey to school on public transport may not be the best choice for a child.
6	Talk to your child and other parents	Remember that the right school for your friend's child may not be the right school for your child. Don't judge a school based on what others say – visit the school and see for yourself.

Myth Busters – get the facts!

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

Myth	The facts
My child has a right to a place at one of my preferred schools.	The local authority must offer your child a place at the highest preference school they qualify for. If your child does not qualify for any of your preferred schools (e.g. because your preferences were unrealistic) they will normally be allocated a place at the nearest school to your home with a vacancy.
I have an older child already at the school so I do not need to apply.	Everyone must apply for their child even if they have a brother or sister already at the school. Most schools give priority to siblings, but if you don't apply you could miss out on a place.
Listing one school will mean that you will have to offer me that school.	Listing only one school does not increase your child's chances of being offered a place. If your child does not qualify for that school then they will normally be allocated a place at the nearest school to your home with a vacancy.
Listing the same school six times will improve my chances of being offered a place.	Your child can only be considered once for a school and any duplicated preferences will be deleted.
I live nearer to the school than the last child offered under the distance criterion last year so I'm guaranteed a place.	Although the information listed on page 15 can give you an idea of how likely it is that you will be offered a place at your preferred school, the 'last distance' will change every year. We cannot guarantee any child will be offered a place at any school.
Children in my road go to the school so my child will too.	The number of pupils offered under each criterion at each school can change every year so just because you know pupils living near you go to a certain school, it does not mean that your child will be offered a place there.
If I apply to a school in another borough, their residents will have priority over me.	An admissions authority cannot give preference to its own residents and published admissions criteria cannot include the borough of residence. Brent does not discriminate between applicants who live in the borough and those who do not.
It does not matter if my form is late.	If you apply after 31 October 2017, we will look at your application after all those who applied on time and it is very unlikely that you will be offered one of your preferred schools.
I can only apply for Brent schools.	You can apply for both Brent and out of borough schools by listing them on the Brent application form.

School Open Events

The open mornings and evenings for Brent secondary school are listed below. All applicants are encouraged to visit their preferred schools. For further information please contact the school directly.

School	Open events
Alperton Community School	Wednesday 27 September 2017, 6-8.30pm
Ark Academy	Monday 2 October 2017, 9.30am Tuesday 3 October 2017, 9.30am Wednesday 4 October 2017, 9.30am Thursday 5 October 2017, 5pm
Ark Elvin Academy	Wednesday 27 September 2017, 5.30pm
Capital City Academy	Wednesday 27 September 2017, 9.15-11am Thursday 5th October 2017, 4.30-7pm Thursday 12 October 2017, 9.15-11am Tuesday 17 October 2017, 9.15-11am
Claremont High School	Wednesday 20 September 2017, 5pm
Convent of Jesus and Mary Language College	Monday 18 September 2017, 3.30-6.30pm Friday 22 September 2017, 1.30pm Tuesday 26 September 2017, 9.30am Wednesday 4 October 2017, 1.30pm Thursday 12 October 2017, 9.30am
JFS	Tuesday 26 September 2017, 4-8.30pm
Kingsbury High School	Tuesday 3 October 2017, 5-8.30pm
Michaela Community School	Monday 2 October 2017, 6-7pm Thursday 5 October 2017, 11am-12.30pm Monday 9 October 2017, 11am-12.30pm Tuesday 17 October 2017, 11am -12.30pm
Newman Catholic College	Tuesday 19 September 2017, 4-7pm
Preston Manor School	Thursday 28 September 2017, 6-8.30pm
Queens Park Community School	Wednesday 20 September 2017, 6-8.30pm
St Gregory's Catholic Science College	Thursday 21 September 2017, 3-8pm
The Crest Academy	Monday 18 September 2017, 9-11am and 5-7pm Monday 25 September 2017, 9-11am and 5-7pm
Wembley High Technology College	Tuesday 12 September 2017, 5.30-8.30pm

Using the online application system

Before you start

- Research your preferred schools and decide your order of preference before you start the online application. See page 4 for advice about choosing schools.
- You need an email address to apply. If you don't have one go to www.googlemail.com and click "Create an account".

Register and Login

1. Go to www.eadmissions.org.uk
2. If you have applied before, login with your email and password from your previous application. Choose "Login to your account".
3. If this is the first time you have applied you must register your details and email address. Choose "Register to apply online".
4. Enter your details and click "Register".
5. You will be sent a confirmation by email. Open the email and click the link to confirm your email address.
6. You will be sent another email with both your username and password. Save this email for future reference.
7. Click the link in the email, enter your username or email address and password, then click "Login".

The screenshot shows the 'Login' page. On the left is a sidebar menu titled 'In this section' with links: School admissions home, Information & Guidance, Register to apply online, Edit your account, Login to your account (highlighted in orange), Find your nearest school, Local Authority details, and eAdmissions tutorials. The main content area is titled 'Login' and contains a 'Login' section with input fields for 'Username' and 'Password', and a 'Login' button. Below the login fields are two links: 'Forgotten your username or password?' and 'Not registered yet?'.

The screenshot shows the 'User registration' page. On the left is the same sidebar menu as the login page, with 'Register to apply online' highlighted in orange. The main content area is titled 'User registration' and has a 'Back' button and a 'Logout' button. Below this is a section 'You may already have an account' with three bullet points: 'Have you ever used the ParentComms:Pay+ or ParentComms:Reporter?', 'Do you have a user account ending in .uso?', and 'Do you work in a school and have a USO user account ending in .xxx?'. It also says 'If you know your account details click the button below to use your existing account.' and has a 'Use existing account' button. Below this is the 'Enter your details' section, which states 'To register for a new account a Parent/Carer can fill in their details below.' and contains various input fields: 'Title' (a dropdown menu), 'First name', 'Last name', 'First enter postcode here' (with a 'Find your address' button), 'Select address from drop down list' (with a 'Postcode not found' message), 'Select this button to enter address on the form' (with an 'Add Address to Form' button), 'Email address', 'Email address (again)', 'Home phone number', 'Work phone number', 'Mobile phone number', and a 'Crown Service' checkbox. A 'Register' button is at the bottom right.

Making your application online

Child details and preferred schools

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

In this section

- School admissions home
- Information & Guidance
- Register to apply online
- Edit your account
- Login to your account**
- Find your nearest school
- Local Authority details
- eAdmissions tutorials

My school admissions Currently logged in as: smith5380.uso [Logout](#)

This is your home page from where you can:

- Update your address - Before you start a new application you **must check and update your address here**
- Start an application for a new or existing child, listed below
- View, attach and withdraw supporting documents, once you have submitted your application
- View your application details
- Edit your application until the closing date
- View and respond to the outcome of your application

[Start Application for New Child](#)

In this section

- School admissions home
- Information & Guidance
- Register to apply online
- Edit your account
- Login to your account**
- Find your nearest school
- Local Authority details
- eAdmissions tutorials

Add your school preferences - Step 2 of 3 Currently logged in as: smith5380.uso [Logout](#)

[Back](#)

66% Complete

Add your school preferences (up to a maximum of 6)

Please ensure you have read the admissions policy for each school you have selected.

Please do not log out before you have selected the 'Next' button at the bottom of the page, otherwise your school preferences will not be saved.

Apply for schools

Select a Local Authority from the drop down list.

Brent

Alperton Community School [Add this school](#) [Help](#)

In this section

- School admissions home
- Information & Guidance
- Register to apply online
- Edit your account
- Login to your account**
- Find your nearest school
- Local Authority details
- eAdmissions tutorials

Add your school preferences - Step 2 of 3 Currently logged in as: smith5380.uso [Logout](#)

[Back](#)

66% Complete

Brent Council

Phone: 020 8937 3110

Email: school_admissions@brent.gov.uk

Add your school preferences (up to a maximum of 6)

Please ensure you have read the admissions policy for each school you have selected.

Please do not log out before you have selected the 'Next' button at the bottom of the page, otherwise your school preferences will not be saved.

1st Preference - [Edit](#) [Delete](#) [Move down](#)

Alperton Community School
Alperton Community School Stanley Avenue Wembley London HA0 4JE

2nd Preference - [Edit](#) [Delete](#) [Move down](#) [Move up](#)

Ark Elvin Academy
Ark Elvin Academy Cecil Avenue Wembley HA9 7DU

3rd Preference - [Edit](#) [Delete](#) [Move up](#)

Capital City Academy
Capital City Academy Doyle Gardens Willesden Green London NW10 3ST

Final Check and Submit

1. Check your application carefully. To make changes click "Back" at the bottom of the page.
2. Read and agree the declarations by clicking in the boxes then click "Submit Application".
3. You will receive a confirmation email with your application reference number (e.g. 304-2017-09-E-001234). This email is proof that you have submitted your application successfully.

Make changes and attach documents

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

In this section

- School admissions home
- Information & Guidance
- Register to apply online
- Edit your account
- Login to your account**
- Find your nearest school
- Local Authority details
- eAdmissions tutorials

Check & Submit - Step 3 of 3

Currently logged in as: smith5380.uso

Back Logout

98% Complete



[Brent Council](#)
 Phone: 020 8937 3110
 Email: school.admissions@brent.gov.uk

Please check the information you have entered on the form before submitting/resubmitting your application at the bottom of the page.

Child Details	
Child name	Howard Duck
Address	2 Burgess Avenue London NW9 8TY
Date of birth	07/07/2006
Gender	Boy
Multiple births	No
Child is currently attending	The Furness Primary School School Main Building Furness Jmi School Furness Road London NW10 5YT
Number of schools applied for	3 out of 6

Declaration

By submitting this form I agree to the following:

- I have read the admissions booklet issued by the Local Authority for each school I have selected.
- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of **any** change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- The Local Authority where you live is under a duty to protect the public funds it administers and may therefore share the information you have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

I have read and accepted the above declaration ☐

I have read and accepted the Brent Council [terms and conditions](#) ☐

Submit Application

Your child's address

- The address used must be the child's permanent home address on 31 October 2017.
- Do not list an address of a relative or someone who provides temporary care for your child, a business address, a childminder's address or any address other than the child's permanent home address.

Proof of address

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

Children living at two addresses

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

Change of address

- We can only accept changes of address after you have moved. We will not process your application from an intended future address.
- If you move address prior to the closing date (31 October 2017) you should update your address online and resubmit your application. If the closing date has passed, you should must tell the council straight away by emailing school.admissions@brent.gov.uk.
- You must supply evidence of your change of address.
- Evidence must be received on or before 11 December 2017 in order for your new address to be used when processing your application and calculating home to school distances.
- If we receive evidence of your change of address after 11 December 2017, we will not be able to update your home to school distances until after 1 March 2018 (national offer day).

Fraudulent applications

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

Children with special needs

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

Exceptional social/medical circumstances

- Some schools give higher priority to children with social or medical needs, even if they do not have a Statement of SEN or EHCP.
- If you state a preference for a particular school because of the medical, social or special educational needs of your child you must demonstrate how only this school meets your child's special circumstances.
- To be considered on this basis you must submit independent, professional evidence which sets out the particular reasons why the school is the most suitable and the difficulties that could be caused if your child has to attend another school.
- Your evidence should be submitted directly to the school and attached to your online application. It will normally be in the form of a report from a suitably qualified, independent professional like a doctor.
- Evidence should be submitted by 31 October 2017 (the closing date for on time applications). Evidence submitted after this date may not be considered until the second or subsequent round of offers.
- See individual schools' oversubscription criteria for further information (pages 16 to 60).

Looked after and previously looked after children

- If you are completing the application for a looked after

child or a child who was previously looked after please indicate this on the application.

- Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.
- Applicants must name the council who looks after the child and provide a letter from the social worker confirming that the child is in care.
- If the child was adopted immediately after being in care please provide a copy of the child arrangements order, special guardianship order or proof of adoption from your child's home authority.

All Through schools

- Ark Academy and Preston Manor are "All Through" schools which educate children aged between four and 18. Primary school students in Year 6 continue directly into the secondary school, with a guaranteed place in Year 7.
- Ark Academy admit 180 students to Year 7 in 2018 of whom 60 may be students progressing from Year 6 within the school. Similarly Preston Manor School admit 252 students to Year 7 in 2018 of whom 60 may be students progressing from Year 6 within the school.
- If you currently attend Year 6 at Ark Academy or Preston Manor School
 - If you want to stay at Ark Academy/Preston Manor School for Year 7 and you are not interested in any other schools you will be offered a place automatically. You do not need to apply.
 - If you wish to change school for Year 7 you must apply. List the schools you want more than Ark Academy/Preston Manor School in the order you prefer them. The first preference is the school you want the most.
 - You will not be considered for any schools you list as a lower preference than Ark Academy/Preston Manor School.
 - If you are successful in your application to another school, your place with Ark Academy/Preston Manor School will no longer be available. If this is the case and you change your mind after National Offer Day (1 March 2018) you will go onto the waiting list at Ark Academy/Preston Manor School until a place becomes available.

Supplementary Information Forms (SIFs)

- Some schools require an additional or Supplementary

Information Form (SIF) to be completed in addition to the normal application.

- Use the information on pages 16 to 60 find out which Brent schools require a SIF.
- Completed SIFs should be submitted direct to the school prior to the closing date, 31 October 2017.
- SIFs can be obtained directly from schools or downloaded from the school's or Brent Council's website.
- Failure to complete a SIF may result in your application to that particular school being unsuccessful.

Twins and multiple births

- Parents with multiple birth children must complete a separate application form for each child.
- Most schools have admission arrangements that ensure multiple birth children will be offered together, even if this means the school will admit more than their published admission number.
- See individual schools oversubscription criteria for further information (pages 16 to 60).

Children educated outside their normal age group

- In rare cases a child may currently be educated a year group below or above their chronological year group.
- If this applies to your child you should submit a letter with your application from your child's current head teacher explaining why they are being educated outside their chronological age group.
- Each Brent secondary school you list will receive a copy of the letter and the head teacher or chair of governors will decide whether your child can be admitted outside their chronological age group.
- Email school.admissions@brent.gov.uk for further information.

Late applications

- Applications received after 31 October 2017 will be classed as late.
- If there are exceptional circumstances why your application was received after the deadline, please provide independent written evidence by 11 December 2017 (from someone who is impartial) explaining why the application was late.
- The evidence you provide will be considered by Brent school admissions who will decide if your application will be processed as late or on time.

- Late applications will only be considered after all the other applications that were received on time have been offered a place. For this reason late applicants are very unlikely to be offered one of their preferred schools.

Changing preferences

- If you wish to change your preferences before the closing date (31 October 2017) you should login to the online application system, edit and resubmit your application.
- If you wish to change your preferences after 31 October 2017 use the online form at www.brent.gov.uk/changeapplicationdetails
Changes of preference can not be accepted over the telephone.
- Regardless of the circumstances, changes requested after the closing date can only be included for the second and subsequent rounds of offers after national offer day, 1 March 2018 (see page 14).

Section 2 – Offers

How we process your application

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

1. Exchange information

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

Additional information?

Supporting documentation for your application should be sent to the schools directly as well as to the Brent school admissions team via the online application system. Some schools require applicants to return a SIF (Supplementary Information Form) directly to the school. Check your preferred schools, pages 16 to 60.

2. Rank applications

Schools rank applications according to their published oversubscription criteria to determine which children have priority for places. Brent schools decide whether your child qualifies for a place, not the council.

Which criteria relate to your child?

Check the oversubscription criteria for your preferred schools, pages 16 to 60.

3. Offer places

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

What if the offer isn't any of my preferred schools?

The council will offer every Brent child a place. When applicants do not qualify for a place at any of their preferred schools, a place is offered at the nearest school to your home with an available place.

Offers

- National offer day is Thursday 1 March 2018.
- Offer emails are sent in the evening on 1 March 2018.
- The online application system is updated with offers and applicants can respond from the evening of 1 March 2018.
- Offer letters are posted first class on 1 March 2018 and should arrive by Friday 2 March. If you have not had an offer letter in the post by Monday 5 March 2018 contact Brent school admissions.
- Online applicants offered their first preference school are not sent an offer letter.

Responding to offers (accepting/rejecting)

- Please respond to your offer by 15 March 2018.
- Online applicants must respond to the offer online by logging into the online application system (www.eadmissions.org.uk) using their email address or username and their password.
- We strongly advise applicants to accept the place offered. Accepting the offer secures the school for your child, so you have a back-up, in case you're unsuccessful in seeking a higher preference in the second or third rounds or if you appeal, and your appeal is not upheld.
- Accepting the place does not affect your waiting list position or right to appeals.
- If you do not accept the offer, the place may be offered to another applicant, and subsequent offers may be further away from your home.

Further Offers

- After national offer day (1 March 2018) Brent school admissions continue to process applications and make offers on behalf of schools until the end of August 2018. Schools do not offer places directly.
- Two additional rounds of offers will be sent out according to the timetable below.
- All late applicants will be offered a place in the second and third round.
- Unsuccessful applicants will not receive notification in the second or third round, only successful applicants will be sent a letter.
- After the third round, places will be offered as and when they become available.

	Second Round	Third Round
Deadline Last date for changes to be included in the round (e.g. changed address/preferences)	15 March 2018	4 May 2018
Offer Offers will be sent by first class post to successful applicants only	Week ending 29 March 2018	Week ending 25 May 2018
Response Successful applicants must respond by this date	6 April 2018	1 June 2018

Waiting lists

- If we cannot offer your first preference on national offer day (1 March 2018) then your child will be automatically added to the waiting list for each school you ranked as a higher preference than the school offered.
- Any vacancies available in the second and third round will be offered to applicants on the waiting list.
- Priority on the waiting list is determined by the oversubscription criteria for each school. There is no guarantee that a place will be offered for your child off the waiting list.
- When an applicant on a waiting list is offered a place any previous offer will be automatically withdrawn. You will not be given a choice between your current offer and the new offer. If you are happy with your current offer then you must advise Brent school admissions to remove your child from waiting lists.
- Your child's position on the waiting list can go up as well as down when other applicants are offered a place or join the list.
- Waiting lists are not operated on a first come, first served basis. The length of time your child is on the waiting list will not give them priority over other applicants.
- Please note: Waiting lists for Brent schools will be refreshed for the start of each academic year. To ensure that your child remains on a waiting list and in consideration after the end of August 2018, you must make a separate 2018/19 In Year application online. In Year applications for 2018/19 will open on Monday 2 July 2018. Please visit www.brent.gov.uk/inyearadmissions. The local authority will not contact you again to remind you to reapply.

Appeals

- If your child is not offered a place at one of the schools you listed on your form you can appeal against this decision to an independent appeal panel.
- Appeals are heard by an independent appeal panel of three members of the public who are independent of the school and the local authority.
- Brent secondary schools manage their appeals directly, Brent Council is not involved.
- You must approach each school directly if you wish to appeal for a place.
- Your offer letter will give information about how to appeal.

Section 3 – Brent secondary schools

How places were allocated for September 2017

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

SCHOOL NAME	OFFERS CRITERIA/BAND	NUMBER OF OFFERS (MAX DISTANCE IN METRES)
Alperton Community School	SEN/EHCP Sibling Feeder School Distance TOTAL	4 58 118 (30213.37) 90 (2879.8) 270
Ark Academy	SEN/EHCP Current Yr 6 Sibling Zone A Zone B TOTAL	5 49 55 26 (887.12) 45 (792.78) 180
Capital City Academy	Band 1 - Sibling Band 1 - Distance Band 2 - Sibling Band 2 - Distance Band 3 - Sibling Band 3 - Distance Band 4 - Sibling Band 4 - Distance Band 5 - Sibling Band 5 - Distance TOTAL	17 36 (5060.24) 15 27 (4567.79) 14 29 (4424.76) 17 24 (4843.10) 6 11 (3457.2) 196
Claremont High School	SEN/EHCP Looked After Children/ Previously Looked After Sibling Feeder School Aptitude In Music Distance TOTAL	1 3 84 125 27 30 (903.85) 270
JFS	SEN/EHCP 10 Distance Places With C R P Sibling With C R P All Other Crp Priority Applicants (random) TOTAL	5 10 (3,513.0) 158 127 300
Kingsbury High School	SEN/EHCP Looked After Children/ Previously Looked After Feeder School Sibling Distance TOTAL	0 2 119 120 95 (2536.82) 336
Michaela Community School	SEN/EHCP Siblings At The School Children Who Live Within A 5 Mile Radius (random) TOTAL	1 30 89 120
Preston Manor School	SEN/EHCP Current Yr 6 Looked After Children/ Previously Looked After Sibling Distance TOTAL	8 25 2 117 100 (1642.52) 252
Queens Park Community School	SEN/EHCP Looked After Children/ Previously Looked After Sibling 15 Distance Feeder School TOTAL	9 1 71 15 120 (2211.23) 216
St Gregory's Catholic Science College	SEN/EHCP Catholic - L A C/ Adopted Practising Catholic, Priest Ref, With Sibling Practising Catholic, Priest Ref, Distance TOTAL	3 1 57 131 (5807.45) 192
Wembley High Technology College	SEN/EHCP Looked After Children/ Previously Looked After Social/ Medical Sibling Feeder School TOTAL	1 2 1 75 131 (1529.89) 210

Note Data at 1 March 2017

SEN/EHCP - statements of special educational need/Education, Health and Care plans

Alperton Community School

www.alperton.brent.sch.uk

DfE number: **3045405**

Head teacher:	Mr Gerard McKenna BSc (Hons) NPQH
Chair of Governors:	Mrs Mona Shah
Stanley Avenue, Wembley, Middlesex, HA0 4JE	
Tel:	020 8902 2038
Fax:	020 8900 1236
Email:	office@alperton.brent.sch.uk
Admissions enquiries:	Mrs Jacinta Callender
Tel:	020 8902 2038
Email:	j.callender@alperton.brent.sch.uk
Supplementary information form needed?	No
Open evening	
Wednesday 27 September 2017, 6-8.30pm	
No denomination	Age range: 11-18 years
Type:	Academy
Specialism:	Maths and Computing; Visual Arts
Published admission number (Year 7):	324
Number of pupils at the school in January 2017:	1,408
Number of on-time applications received for September 2016 admissions:	576
Physical accessibility:	High accessibility at Ealing Road site

ADMISSIONS POLICY 2018-2019

The school's Admissions Number for Year 7 is 324.

The school's Admissions Number for Year 8 is 270.

The school's Admissions Number for Year 9 to 11 is 220.

Arrangements for Admission at Secondary Transfer Stage

The school takes part in the Brent Co-ordination Scheme for co-ordinated admission to secondary school. Applications for Year 7 are made via the Common Applications Form. The Common Application Form is returned to the Local Authority. Applications for students with an Education, Health and Care Plan are made by the Local Authority by a separate procedure. Where the academy is named on a pupil's Statement of Special Educational Needs or Education, Health and Care Plan, that child will be admitted by the school.

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 or has previously been "looked after" (Young People in Public Care). An application for admission to 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. Pupils transferring to the sixth form or students currently on roll at the sixth form are not considered as sibling connections.
3. Children attending one of following Feeder primary schools at the time of application: Lyon Park, Barham, Vicar's Green and Oakington Manor .
4. Special medical or social needs. These reasons must relate to the student and does not apply to family members. Parents applying under this criterion must provide supporting evidence from a professional e.g. a consultant, stating why Alperton Community School is the most suitable school and the difficulties caused if the child attends another school.

5. 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 pupil's permanent address to the school gate on Ealing Road.

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.

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 30th May. 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 received.

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

Submission of evidence from the parent/carers is required by 12 noon, seven working days prior to the date of the appeal hearing.

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.

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/carers will be asked to determine which residential address will be used for the purpose of admission to school. If the residence is not split equally between both parents/carers then the address used will be the address where the student spends the majority of the school week.

Fair Access Protocol

It is sometimes 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 Fair Access Protocol.
- A child is given a place under the designated SEN (Special Educational Needs) code of conduct.

Arrangements for In-year Admission

Offers for a place are made in accordance with the admissions criteria for the school.

Admission to the Sixth Form

We have 10 forms of entry in the Sixth Form to ensure that class sizes are kept small.

Applications for the Sixth Form open in November for the following academic year. The Sixth Form Application Form (from the website) should be submitted to the school prior to the December deadline.

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

1. Children currently in public care (looked after children/children previously in public care who meet the entry requirements and subject specific criteria (see notes below).
2. Students who were on roll at Alperton Community School at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form and who meet the entry requirements and subject specific criteria (see notes below).

3. To receive priority for 2018 entry Alperton Community School students must apply by Friday 15 December 2017. Applications received after this date will be treated as external applications.
4. External applicants for 2018 entry who meet the entry requirements and subject specific criteria (see notes below) must apply by Friday 6 January 2018. Any applications received after this date will be added to the waiting list.

Additional notes

1. All applicants must be aged 16 on the 31 August in the year of application.
2. Students must meet the entry requirements for their chosen programme of study as published in the Sixth Form prospectus.
3. Students must meet the individual subject criteria as published in the Sixth Form prospectus.
4. Sixth Form admission meetings for 2018 entry will commence on Monday 8 January 2018. Places will be offered in accordance with points 1-3 above and are subject to availability of places on courses and availability of resources.
5. Late applicants may be invited for discussion if places are available on their chosen courses or for a place on the waiting list.
6. The Sixth Form does not normally admit students to re-take Year 12 or Year 13.

ENTRY REQUIREMENTS FOR 2018-19

Year 12 – Level 3 courses – AS Level

The AS courses are one-year courses with exams taken in the summer series. Sixth Form students typically study 4 subjects at AS level. Normally, applicants must have at least a grade B in the specific subjects they wish to study (or in related subjects if the A level subject is new) and grades B in English and mathematics.

Specific subject entry requirements for AS courses are outlined with the details of the courses Alperton Community School offers in the Sixth Form prospectus. These requirements will vary and will be in addition to the following minimum requirements.

The 4 AS Level programme:

- 6 GCSE passes at grades 6 to 9, including English and Maths.

The 3 AS Level programme:

- 5 GCSE passes at grades 5 to 9 (or equivalent), including

English and Maths. No admissions will take place after week 3 of the autumn term 2018.

Year 13 – Level 3 courses – A2 Level

The A2 courses are one-year courses with exams taken in the summer series. Most Sixth Form students study 3 subjects at A2 level. Students must follow A2 courses in a minimum of 3 subjects in which they have met the minimum entry requirements.

Students must have a minimum of 3 passes at grades A-D at AS level in the subjects they have chosen to study at A2 level, for all subjects except Further Mathematics.

The minimum requirement to follow 4 A2 courses is 4 A grades at AS Level.

No admissions will take place after week 1 of the autumn term.

John Boyle Inclusion Centre (JBIC)

The John Boyle Inclusion Centre (JBIC) ARP provision at Alperton Community School provides opportunities for Year 9 students at Woodfield Academy to access mainstream Key Stage 4 and 5 social and curricular opportunities with the support of an additionally resourced provision. The degree of access to mainstream classes will be determined by the social and academic strengths of each student.

Admission to the JBIC is agreed by Alperton Community School following discussion with the Brent SENAS team and Woodfield Academy.

The provision meets the needs of students who attend Woodfield Academy in Year 9 who:

- have the appropriate academic ability to successfully undertake at least Entry level qualifications
- have the necessary social, emotional and behavioural skills to adapt to a mainstream environment
- are able to access group, differentiated learning in a mix mainstream classes e.g. Art, Food and PE and classes in the JBIC ARP
- have involved professionals who agree that the child will benefit from access to a mainstream environment and curriculum alongside typically developing peers, given appropriate support from Alperton Community School
- have undergone all necessary induction processes during Year 9 at Woodfield Academy.

Head teacher:	Mrs Delia Smith OBE
Chair of Governors:	Mr Patrick Wall
Bridge Road, Wembley, London, HA9 9JP	
Tel:	020 8385 4370
Fax:	020 8385 4371
Admissions enquiries:	Mrs Clodagh Boyle
Tel:	020 8385 4370 option 2
Email:	c.boyle@arkacademy.org
Supplementary information form needed?	No
Open evening	
Monday 2 October 2017, 9.30am	
Tuesday 3 October 2017, 9.30am	
Wednesday 4 October 2017, 9.30am	
Thursday 5 October 2017, 5pm	
No denomination	Age range: 3-18 years
Type:	Academy
Specialism:	Mathematics and Citizenship
Published admission number (Year 7):	180
Number of pupils at the school in January 2017:	1150
Number of on-time applications received for September 2016 admissions:	1327
Physical accessibility:	Medium

Admissions Policy relating to admissions to the academy in academic year 2018/19

GENERAL

- This document sets out the admission arrangements for Ark Academy (Wembley) ("the academy"). The academy is an all-through academy with a nursery, primary, secondary and sixth form school.
- In the event of a query, enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)
- The academy has a Published Admission Number (PAN) for the following year groups:

Nursery	30 full-time equivalent places – morning and afternoon
Primary (Reception)	60
Secondary (Year 7)	180
Sixth form (external Year 12)	15

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

b) Primary

- The primary school has an agreed PAN of 60 pupils in the Reception year.

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

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

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

c) Secondary

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

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

d) Post-16 provision

- i. The PAN for external Year 12s is 15. 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. Young people may apply on their own.
 - iv. Students will be informed in writing whether or not they have been allocated a place.
4. After the admission of pupils with statements of Special Educational Needs or Education and Health Care Plans where the academy is named, the academy will consider all applications for places.

Where fewer applications are received than places available, the academy will offer places to all those who have applied.

PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Oversubscription criteria

5. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to either the primary school or secondary school is greater than the PAN, applications will be considered against the criteria and order set out below. Admission of siblings to the primary are distinct from those to the secondary. The secondary school has additional criteria in relation to distance zones.

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

¹ "A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local

Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." (Footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

- 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) In respect of the primary school only, children who at the time of the admission have a sibling who attends the primary school in Reception to Year 6#
- d) In respect of the secondary school, children who at the time of admission have a sibling who attends the academy in Reception to Year 13#

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

- e) Children of staff in the 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.
- f) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.
- g) Brent Council measures distances on behalf of Ark Schools; the method that they adopt for measurement and also selection between equal applicants and those living in flats will apply.

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

- a) 25% of the remaining places will be allocated to children who live closest to the school using straight-line measurement from the main entrance of the academy to the main entrance to the child's home ("Zone A") and 75% of the remaining places will be allocated to children who live closest to Fawood

Children's Centre (35 Fawood Avenue, Harlesden, London, NW10 8DX) using straight-line measurement from the main entrance of the Children's Centre to the main entrance to the child's home ("Zone B").

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

Tie breaker

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

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

Post-16 oversubscription criteria

6. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the oversubscription criteria as described above.

OPERATION OF WAITING LISTS

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
8. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above with separate distance criteria for the secondary school. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

ARRANGEMENTS FOR APPEAL PANELS

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

with an admission decision of the academy.

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

APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS

11. In-year applications should be submitted to the academy unless other arrangements are published on the website.
12. If more applications are received than there are places available, the oversubscription criteria above, shall apply.

Appeals against refusal of an In-year application

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

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

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

Ark Elvin Academy

www.arkelvinacademy.org

DfE number: **3044001**

Head teacher:	Principal Rebecca Curtis
Chair of Governors:	Ms Sophy Blakeway
Cecil Avenue, Wembley, London, HA9 7DU	
Tel:	020 8902 6362
Fax:	None
Email:	info@arkelvinacademy.org
Admissions enquiries:	Ms Dawn Kinch
Tel:	020 89026362
Email:	d.kinch@arkelvinacademy.org
Supplementary information form needed?	No
Open evening	
Wednesday 27 September 2017, 5.30pm	
No denomination	Age range: 11-16 years
Type:	Academy
Specialism:	None
Published admission number (Year 7):	240
Number of pupils at the school in January 2017:	902
Number of on-time applications received for September 2016 admissions:	140
Physical accessibility:	High
Notes:	We are moving into a brand new state of the art building that will be completely physically accessible to all.

Admissions Policy relating to admissions to the academy in the academic year 2018/19

GENERAL

1. This document sets out the admission arrangements for Ark Elvin Academy ("the academy"). The academy is a secondary school with a sixth form.
2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD (admissions@arkonline.org)

3. Secondary

The academy has an agreed PAN of 240 pupils in Year 7.

4. Post-16 provision

- i. The PAN for the external Year 12 is 125.
- ii. Those students already attending the academy

and achieving the minimum academic entrance requirements will transfer to the sixth form.

- iii. 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.
- iv. Young people may apply on their own.
- v. Students will be informed in writing whether or not they have been allocated a place.

PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Oversubscription Criteria (Secondary and post-16)

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

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

[¹ "A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."]

- 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 (i.e. 8 places in Year 7).

- 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.
- d) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year (i.e. 8 places in Year 7).
- 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.

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

Tie breaker

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

Note: In the case of multiple births or 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.

Operation of Waiting Lists

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

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

Arrangements for Appeal Panels

- 7. Parents/carers will have the right of appeal to an Independent Appeal Panel (“Appeal Panel”) if they are dissatisfied with an admission decision of the academy.

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

Applications for Admission to the Academy Outside the Normal Admissions Round – In-Year Applications

- 8. In-year applications should be submitted direct to the academy, unless other arrangements have been made and published on the academy website.

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.

- 9. If more applications are received than there are places available, the oversubscription criteria shall apply.

Appeals Against Refusal of an In-year Application

- 10. Following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

Admission of Children Outside of Their Normal Age Group

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

Capital City Academy

www.capitalcityacademy.org

DfE number: **3046905**

Head teacher: **Mrs Marianne Jeanes**

Chair of Governors: **Mr Garth Crooks OBE**

Doyle Gardens, Willesden, London, NW10 3ST

Tel: **020 88388700**

Fax: **020 88388701**

Email: **admin@capitalcityacademy.org**

Admissions enquiries: **For Transition - Cathy Howson**

For In Year - Hasan Farah and Jackie Francis

Tel: **020 8838 8675**

Email: **admin@capitalcityacademy.org**

Supplementary information form needed?

Yes, if applying for Sports Aptitude place

Open evening

Wednesday 27 September 2017, 9.15-11am

Thursday 5 October 2017, 4.30-7pm

Thursday 12 October 2017, 9.15-11am

Tuesday 17 October 2017, 9.15-11am

No denomination

Age range: **11-19 years**

Type:

Academy

Specialism:

Sports and Arts

Published admission number (Year 7): **208**

Number of pupils at the school in January 2017: **1164**

Number of on-time applications received for September 2016 admissions: **435**

Physical accessibility: **High**

Notes: **Full accessibility**

- Band A - Those with the best 25% of test scores.
- Band B - Those with the second 25% of test scores.
- Band C - Those with the third 25% of test scores.
- Band D - Those with the fourth 25% 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 Looked After and previously Looked After by a local authority (i.e. Children in Public Care).
2. Up to 10% students will be admitted on the basis of aptitude in the specialisms of sport (performance and/or leadership) and Visual and Performing Arts 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 in the first half of the autumn term to take a relevant 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).

INTRODUCTION

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

208 places will be available in Year 7 from September 2018. Existing 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, 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:-

- 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. All in year applications should be made via Brent. All applications will be considered in line with our published admission arrangements.

Admission Capital 6

A total of 160 places are available for year 12 although this may be limited by the capacity on the level 3 vocational pathway.

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 admission number places will be offered using the following priorities:

- a. Students 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 1 September; and
- 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 breaker 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 28th 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 its students with SEN and disabilities, so far as is reasonably practical and compatible with the student receiving the special educational provision and the efficient education of the students with whom they are educated, 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; and
- 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 in reliance 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 Academy

www.claremontacademy.org.uk

DfE number: **3045400**

Head teacher:	Mr Terry Molloy
Chair of Governors:	Mr Steven Brunswick
Claremont Avenue, Kenton, Harrow, HA3 0UH	
Tel:	020 8204 4442
Fax:	020 8204 3548
Email:	admin@claremont-high.org.uk
Admissions enquiries:	Mrs Maureen Ahimie
Tel:	020 8204 4442
Email:	admin@claremont-high.org.uk
Supplementary information form needed?	No
Open evening	
Wednesday 20 September 2017, 5pm	
Co-educational	Age range: 11-19 years
Type:	Academy
Specialism:	Performing Arts
Published admission number (Year 7):	270
Number of pupils at the school in January 2017:	1560
Number of on-time applications received for September 2016 admissions:	1226
Physical accessibility:	Medium
Notes:	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.

Arrangements for Admission at Secondary Transfer

The school operates admissions under the Brent Local Authority's scheme for co-ordinated admission to secondary school. Where applications exceed the number of places available (Published Admission Number 270 for year 7 and year 8 and then 252 for years 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 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 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 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 stepbrother(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; Byron Court, Mount Stewart, Preston Park and Uxendon Manor.
5. Up to 10% 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 40 minutes duration and does not require any previous knowledge of music or music theory. There will be 60 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 over-subscription criteria and not in the order in which applications are received.

Brent Local Authority'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.

Casual Admission Arrangements

When applying for a place in Years 7 to 11 parents/carers should apply to the Local Authority.

Proof of the child's permanent residence will be required except where this has already been provided through the Common Application Process.

If you wish to make an application to this school you will need to contact your local council. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Governing Body. Unsuccessful applicants will be placed on the Waiting List.

Pupils with a Statement of Special Educational Needs 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 of this separate Procedure is

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 children, Schools and Families (DCSF). Parents/Carers wishing to make an appeal should send a completed form to the Clerk of Appeal Panel to the address given on the Appeal form. Parents/Carers will be given 20 days to appeal.

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 6 (see Admissions Criteria) to determine places offered.

The Convent of Jesus and Mary Language College

www.cjmlc.co.uk

DfE number: **3045404**

Head teacher:	Mrs Louise McGowan
Chair of Governors:	Mr D Finnegan
Crownhill Road, Willesden, London, NW10 4EP	
Tel:	020 8965 2986
Fax:	020 8 838 0071
Admissions enquiries:	Mrs Julie Lewis
Tel:	020 8965 2986
Email:	office@cjmlc.co.uk
Supplementary information form needed?	Yes
Open evening	
Monday 18 September 2017, 3.30-6.30pm	
Friday 22 September 2017, 1.30pm	
Tuesday 26 September 2017, 9.30am	
Wednesday 4 October 2017, 1.30pm	
Thursday 12 October 2017, 9.30am	
Roman Catholic	Age range: 11-18 years old
Type:	Academy
Specialism:	Languages
Published admission number (Year 7):	180
Number of pupils at the school in January 2017:	993
Number of on-time applications received for September 2016 admissions:	178
Physical accessibility:	Low
Notes:	Limited access to upper and basement floors for any physically challenged person

The Convent of Jesus and Mary Language College is an All Girls' Voluntary Aided 11-18 Comprehensive School. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. 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 this school and intends to admit the Published Admission Number (PAN) of 180 girls to Year 7 in September 2018. Priority will always be given to Catholic applicants.

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

Oversubscription Criteria:

Where the number of applications exceeds the admissions number offers of places are made up using the following criteria in order of priority:

1. Catholic 'looked after' children and previously 'looked after' children who have been adopted, or made subject to child arrangement orders, or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice. 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 school.
3. Other baptised Catholic applicants.
4. Other 'looked after' children and previously 'looked after' children who have been adopted, or made subject to child arrangement orders, or special guardianship orders.
5. Other children who will have a sibling at the school at the time of admission.
6. Those preparing for the sacraments of Baptism and Holy Communion with the Catholic Church (Catechumens).
7. Pupils from committed Christian families whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
8. Pupils from other faith background whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

9. All other applicants.

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 sibling 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-siblings. A child who is legally adopted and living in the same household would be considered as a sibling. Where the final place is offered to a child who has a twin, triplets or children from multiple births applying for a place in the same school year, 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.

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 an appropriate professional e.g. Parish priest, head teacher, doctor, consultant or social worker.

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 (180) will be offered to those living nearest to the school. (Distance will be measured (in a straight line) from the front door of the child's home (the address at which the child resides for 50% 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. In the case of a number of addresses in a block with the same geographical reference, priority will be given to those nearest to the main entrance of the block. In the previous four years the tie-break has been invoked at criterion 3.

Multiple Births

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

Application Procedure

All applicants must complete the Local Authority e-admissions application form and should also complete

a Convent of Jesus and Mary Language College Supplementary Information Form (SIF).

- The e-admissions application form is available on the website of the local authority in which the family is resident.
- The SIF is supplied in the application pack and from the Local Authority on request. (The SIF needs to be completed by those applying under criteria 1 to 8).
- The e-admissions application form and the SIF are also obtainable from your local authority and are available online.
- The e-admissions application form must be completed and submitted to the local authority by 31 October 2017.
- The SIF should be completed and returned to the school by 31st October 2017.

If you do not complete both the e-admissions application form and the SIF by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for Criterion 1 must be accompanied by written proof of the child's status from the appropriate authority.

Applications for Criterion 2 or 3 should also provide the school with a copy of the child's baptismal Certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case.

Those applying under Criterion 2 should obtain a Certificate of Catholic Practice from the priest at the parish where the family normally worships or from the diocesan website www.rcdow.org.uk (follow schools, for parents) The priest will not sign the form if he does not know the family.

Outcome of your application

You will receive, in writing, the outcome of your application on or shortly after the 1st March 2017. The local authority will write to you on behalf of the governing body if you applied on paper and for those who applied on line the information will also be available online. You should indicate your acceptance of the place as soon as possible. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place.

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

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate

procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted.

Change of details

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you must inform the School immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the School.

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 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.

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 as soon as possible following 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 should have been received by the Chair of Governors by 28th April 2017.

Waiting List

Unsuccessful candidates will be offered the opportunity to remain on a waiting list. This will be maintained in accordance with the published admission criteria for the school. The waiting list will be closed at the end of each academic year for which admission is sought. 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.

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 school will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the 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 re-rank 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 school 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 2018 – 2019 will be 100.

Terms used in Admissions Policy

Parent

The term 'parent' is the person or persons who have legal responsibility for the child.

Looked after child

The term 'looked after child' has the same meaning as in s.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

Adopted

For the purposes of this policy, an 'adopted' child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

Child Arrangements Order

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

Children Educated outside of their chronological age group

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

Special Guardianship Order

A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

Candidate

The child on whose behalf an application is being made.

Applicant

The parents and/or legal guardians submitting an application for a place on behalf of a child or a young person of 16 years or over submitting their own application.

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.

Certificate of Catholic Practice

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This Certificate is available from the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Catechumen

A member of the catechumenate of a Catholic church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.

Sibling

A brother or sister to include step brothers and sisters,

half brothers and sisters or adopted brothers and sisters, who live at the same home as the child.

Christian Applicants

A member of one of the Churches that belongs to Churches Together in Britain and Ireland.

Head teacher:	Mr Simon Appleman
Chair of Governors:	Mrs Geraldine Fainer
The Mall, Kenton, Harrow, HA3 9TE	
Tel:	020 8206 3100
Fax:	020 8206 3101
Email:	admin@jfs.brent.sch.uk
Admissions enquiries:	Ms Maxine Ratnarajah
Tel:	020 8206 3100 (voicemail option 2,1)
Email:	admissions@jfs.brent.sch.uk
Supplementary information form needed?	Yes
Open evening	
Tuesday 26 September 2017, 4-8.30pm	
Jewish	Age range: 11-18 years
Type:	Voluntary Aided
Specialism:	Humanities
Published admission number (Year 7):	300
Number of pupils at the school in January 2017:	1950
Number of on-time applications received for September 2016 admissions:	716
Physical accessibility: High	
Notes: 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.	

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 Brent Local Authority. The arrangements set out in this Policy apply to all students except those with Statements of Special Educational Needs / Education, Health and Care Plans (EHCP). If your child has such a statement or plan 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.

1. ADMISSION TO YEAR 7 IN SEPTEMBER 2018 Number to be admitted

- 1.1 The school will admit 300 students in Year 7. This includes students with Statements of Special Educational Needs/EHCP whose Statements / Plans name the School for the student. If 300 or fewer applications (including those children with a statement/plan) are received, all those applying will be offered places. If we receive more than 300 applications, i.e. the school is over-subscribed, the following procedure is followed.

Oversubscription criteria

- 1.2 The over-subscription criteria are applied in the following order
- 1.2.1 Looked after children and previously looked after children who (in either case) meet the religious practice test (this involves achieving 3 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).
- 1.2.2 Children who meet the religious practice test and who have accommodation provided for them by a Jewish care home or care organisation.
- 1.2.3 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 5 years preceding the proposed date of entry. For this purpose, the term 'siblings' means brothers and sisters, including half siblings, step siblings, adopted siblings and foster siblings but not any wider definition.

- 1.2.4 The next 10 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 Ordnance Survey addresspoint of the home address and the main entrance of the school using Brent Local Authority's computerised measuring system. For those applicants who live an equal distance from the School, places will be determined by a random allocation. A random list will be generated by Brent Local Authority using the Schools Admissions Module software. 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.
- 1.2.5 Other children who meet the religious practice test.
- 1.2.6 Other looked after children and other previously looked after children.
- 1.2.7 Any other children.
- 1.3 If in any category there are more applicants than there are available places remaining, offers will be made from a random allocation. A random list will be generated by Brent Local Authority using the Schools Admissions Module software. 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).

2. 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 on-line.
- 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 Local Authority makes the offers, via your Local Authority, through the 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. A random allocation list generated by Brent Local Authority using the Schools Admissions Module software will be used where there are more eligible applicants than there are places.

3. ALL OTHER ADMISSIONS OTHER THAN FOR YEAR 7 (AS ABOVE) OR SIXTH FORM IN SEPTEMBER 2018

- 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 1.2.1, 1.2.2, 1.2.5, 1.2.6 and 1.2.7 set out above. Where there are more applicants in any category than there are available places, an appropriate random allocation process overseen by an independent scrutineer will be used.
- 3.2 A waiting list will be maintained for each year of entry.

4. 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 20 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 on the school's website. 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 2018. 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 2018 or after publication of GCSE results may still be considered but course places at this stage are likely to be limited.

5. APPEALS

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.

Kingsbury High School

www.kingsburyhigh.org.uk

DfE number: **3045402**

Head teacher: **Mr Andy Stainton**

Chair of Governors: **Mrs Georgina Bondzi-Simpson**

Princes Avenue, Kingsbury, London, NW9 9JR

Tel: **020 8206 3000**

Fax: **020 8206 3040**

Email: **school@kingsburyhigh.org.uk**

Admissions enquiries: **Mrs Priti Shah**

Tel: **020 8206 3010**

Email: **priti.shah@kingsburyhigh.org.uk**

Supplementary information form needed? **No**

Open evening

Tuesday 3 October 2017, 5-8.30pm

No denomination Age range: **11-18 years**

Type: **Converter Academy**

Specialism: **Maths and Computing**

Published admission number (Year 7): **336**

Number of pupils at the school in January 2017: **2030**

Number of on-time applications received for September 2016 admissions: **984**

Physical accessibility: **Medium**

Notes: **Ramps to entrances, lifts in some of the buildings**

Co-ordination 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.

Completed common transfer forms should be returned to the Local Authority for processing in accordance with the Co-ordinated Admissions Scheme in accordance with the published timeline.

In the event that the School receives more applications for places than it can accommodate according to its Published Admissions' Limit of 336, 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 previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Where the child has a 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 (Fryent Primary, Kingsbury Green Primary, Oliver Goldsmith Primary, 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 child's home address (including flats) to the mid point between the Upper and Lower School, using the Local Authority's computerised measuring system. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

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 each individual property 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

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

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 than it can accommodate according to its published admissions' limit of 336, 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 1st March (unless this date falls on a weekend, then offers will go out on the first working day after 1st March) each year by the Local Authority under the Co-ordinated Admission Scheme.

In Year Fair Access

The School will work closely with the LA, 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

260 places in Year 12 (Sixth form) are available for internal applicants who fulfil the individual course requirements.

A limit of 40 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 previously looked after but immediately after being looked after became subject to an adoption, child arrangements 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 23 March 2018.

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 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 18th June 2018. Application documents should be returned by no later than the published date.

N.B.

The term 'parent' includes:

- 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; and
- Any person who, although not a natural parent, has care of a child or young person.

The term 'sibling' includes:

- 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: **3044000**

Head teacher:	Ms Katharine Birbalsingh
Chair of Governors:	Ms Suella Fernandes
North End Road, Wembley, London, HA9 0UU	
Tel:	020 87953183
Fax:	None
Email:	info@mcsbrent.co.uk
Admissions enquiries:	Ms Zahra Anwar
Tel:	020 8795 3183
Email:	zanwar@mcsbrent.co.uk
Supplementary information form needed?	No
Open evening	
Monday 2 October 2017, 6-7pm	
Thursday 5 October 2017, 11am-12.30pm	
Monday 9 October 2017, 11am-12.30pm	
Tuesday 17 October 2017, 11am-12.30pm	
No denomination	Age range: 11-18 years
Type:	Free School
Specialism:	None
Published admission number (Year 7):	120
Number of pupils at the school in January 2017:	359
Number of on-time applications received for September 2016 admissions:	459
Physical accessibility: Medium	
Notes: Access to part of ground floor teaching spaces and facilities, including external spaces. School has capacity to deliver an inclusive curriculum through timetabling adjustments, but physical barriers restrict scope.	

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 Children¹

2. Siblings at the school²
3. Applicants who are children of staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, and has successfully completed the probationary period
4. Random allocation for children within a 5 mile radius from the school
5. Other children with distance to the school being the final deciding factor

Tie breaker

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 home³ to the front gates of the school in a straight line.

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.

1 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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 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 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.

Newman Catholic College

www.ncc.brent.sch.uk

DfE number: **3045407**

Head teacher:	Mr Daniel Coyle
Chair of Governors:	Mr Paul O'Shea
Harlesden Road, Willesden, London, NW10 3RN	
Tel:	020 8965 3947
Fax:	020 8965 3430
Email:	office@ncc.brent.sch.uk
Admissions enquiries:	Mr Alexis Ashley-Korner
Tel:	None
Email:	aashley-korner@ncc.brent.sch.uk
Supplementary information form needed?	No
Open evening	
Tuesday 19 September 2017, 4-7pm	
Catholic	Age range: 11-18 years
Type:	Voluntary Aided
Specialism:	Mathematics and Computing
Published admission number (Year 7):	120
Number of pupils at the school in January 2017:	780
Number of on-time applications received for September 2016 admissions:	148
Physical accessibility: Low	
Note: 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.	

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. The school welcomes applications from those of all faiths and of none. At present over 70 % of our students are Catholic or Christian whilst 10 % is Muslim and 11% Hindu. The school is proud of the way in which we reflect the multi faith nature of the local community and especially of the way in which the school actively promotes an ethos of tolerance and love amongst all children and staff.

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 schools activity

The published admission number for Year 7 will be 120

Newman Catholic College was founded by the Catholic Church to provide education for children of Catholic families. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published admission number (PAN) for the school is 120 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 120 (children) to year 7 in September 2018. Priority will always be given to Catholic applicants.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately after having been looked after.
2. A baptised Catholic child with a "Certificate of Catholic Practice" (a certificate given by the family's parish priest). 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 baptised catholic applicants.
 4. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
 5. Those preparing for the sacrament of baptism in the Catholic Church (Catechumens).
 6. Members of Christian churches.
 7. All other applicants.

Interpretation of terms used in Admissions Policy

- '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 letter 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).
- 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 over subscription, 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 the case of a Tie breaker where two applicants are living equidistant from the school the place will be allocated by random allocation undertaken in the presence of an independent witness.

- 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 a priest, minister, doctor or primary school Head teacher) which can only be met at the school.
- Pupils with an Education, Health and Care Plan (EHC)
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Education Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted.

Looked After child has the same meaning as in S22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

Adopted For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

Child Arrangements Order A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the granting of the order qualify under this category.

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

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

Brother means brother, adopted brothers, half, step or foster brothers. A sibling relationship does not apply when the older child will leave before the younger one starts.

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

In-year admissions

Applications for in-year admissions are made directly to the Local Authority. If there is no room to accommodate the request the parent will be notified and advised of their right of appeal.

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 re-rank the list and Brent Council's School Admissions team will send offers on behalf of the governing body.

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.

Children educated out of chronological age group

Application may be made for a child to be educated out of his/her age group i.e. a 12 year old being admitted to Year 7, a 17 year old to year 12 or any child admitted in-year to the year below or above their chronological age group. The applicant should write to the Chair of Governors at the time of application requesting that the child be admitted out of his/her chronological age group.

Fair Access Policy

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/carers 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 as soon as possible 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 and by 20th April 2018 at the latest. 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 – 2018/19 (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. This will normally be completed on line.

- 2 The CAF must be returned to their home local authority so that it 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 the school's website as well as the Local Authority website and must be returned to the school. Completion of the SIF is not compulsory but presents the school with important administrative information. If parents do not return the SIF and the Certificate of Catholic Practice (where necessary) 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. Only those applying under criterion 2 are required to submit a Certificate of Catholic Practice.
- 3 The Certificate of Catholic Practice providing proof of Catholic practice, is obtained from the priest at the parish where the family normally worships. Applicants applying under Criterion 8, Any other applicant, are not required to complete a SIF or the priest's reference form.
- 4 The deadline date for applications is 31st October 2017.
- 5 The date informing parents of their offer will be 1st March 2018. This is done by the local authority on behalf of the school but the reply slips must be returned to the local authority.
- 6 A child is deemed to be resident at a particular address when he resides there for 50 per cent or more of the school week.
- 7 Late applications for secondary transfer (after the 31st October 2017) will only be considered after 1st March 2018.

Preston Manor School

www.preston-manor.com

DfE number: **3045410**

Head teacher:	Ms Beth Kobel
Chair of Governors:	Dr Donald Palmer
Carlton Avenue East, Wembley, London, HA9 8NA	
Tel:	020 8385 4040
Fax:	020 8908 2607
Email:	info@preston-manor.com
Admissions enquiries:	Mrs Glynis Condison
Tel:	020 8385 4040 ext 222
Email:	admissions@preston-manor.com
Supplementary information form needed?	No
Open evening	
Thursday 28 September 2017, 6-8.30pm	
No denomination	Age range: 4-18 years
Type:	Co-educational, All-through Co-operative School
Specialism:	Science
Published admission number (Year 7):	252
Number of pupils at the school in January 2017:	1962
Number of on-time applications received for September 2016 admissions:	1146
Physical accessibility:	Medium Accessibility
Notes:	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.

Admission to Reception under Local Authority Arrangements

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

Admission to Year 7 under Local Authority Secondary Transfer Arrangements

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

In-year Admissions

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

Children with a Statement of Special Educational Needs

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

Right of Appeal

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

Appeals under the Co-ordinated Admission Scheme

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

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

Late Applications under the Co-ordinated Admission Scheme

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

Waiting Lists

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

Over Subscription Criteria

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

- i. children in public care (looked after children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
- 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 who have attended Preston Manor Lower School and completed Year 6.
- v. 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.
- vi. proximity to the school (for children who do not fall within criteria i – v) 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. The method used by the LA will be adopted when measuring home to school distance and when selecting between applicants with equal priority and those living in flats.

Tie breaker

If two or more students have equal priority under criteria i-v, the criterion of proximity to the school will apply with those living nearest to the school (in a straight line from the front door of the child's permanent address 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).
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-iv, 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**

Head teacher: **Ms Judith Enright**

Chair of Governors: **Mr Martin Beard**

Aylestone Avenue, London, London, NW6 7BQ

Tel: **020 8438 1700**

Fax: **020 8459 1895**

Email: **info@qpcs.brent.sch.uk**

Admissions enquiries: **William O'Connor**

Tel: **020 8438 1700**

Email: **boconnor@qpcs.brent.sch.uk**

Supplementary information form needed? **No**

Open evening

Wednesday 20 September 2017, 6-8.30pm

Non-demoninational Age range: **11-18 years**
Type: **Stand-alone academy**
Specialism: **Rich and broad curriculum, including the creative arts and enterprise education.**

Published admission number (Year 7): **216**

Number of pupils at the school in January 2017: **1267**

Number of on-time applications received for September 2016 admissions: **630**

Physical accessibility: **High**

Notes: **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.**

Queens Park Community School (QPCS) 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 - 216

Year 10 - 216

Year 8 - 216

Year 11 - 216

Year 9 - 216

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 Year7 are made through the Brent Co-ordinated Admission Scheme (CAS) and the admission and over subscription criteria for the school (in the box overleaf) are applied in all cases.

Within each admission criterion, in the event of a Tie breaker 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 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 Head teacher. 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 the Brent LA CAS 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. The entry requirements for each course 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 Head teacher as above)

External Applicants to the Sixth Form: In the event of those applying meeting the qualification criteria and the published admission number being exceeded; the school will apply admission criteria 1,2,3,4 and 7 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 1st 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 spent on the waiting list. The waiting list will be closed each year and will not roll over.

The admission and over subscription criteria for Queens Park Community School Academy Trust are:

1. Looked after children. (As defined by Brent admissions: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
 2. Children 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 of a member of staff who has been directly employed by the school for at least two years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 4. 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.
 5. Twelve places will be designated for children not attending one of our partnership primary schools, those living closest to QPCS will be accorded the higher priority*.
 6. Children attending one of our partnership primary schools – (Ark Franklin Primary Academy School; Donnington Primary School; Gladstone Park Primary School; The Kilburn Park School; Malorees Junior School; Princess Frederica CE Primary School; Salusbury Primary School) (Over-subscription within this category will be decided by the proximity of the child's home address to the school, with those living nearer to the school being accorded higher priority*.)
 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**

Head teacher:	Mr Andrew Prindiville
Chair of Governors:	Mr Alloysius Frederick
Donnington Road, Kenton, Middlesex, HA3 0NB	
Tel:	020 8907 8828
Fax:	020 8909 1161
Email:	Schooloffice@stgregorys.harrow.sch.uk
Admissions enquiries:	Mrs Cora Ryan
Tel:	020 8907 8828
Email:	cryan@stgregorys.harrow.sch.uk
Supplementary information form needed?	Yes
Open evening	
Thursday 21 September 2017, 3-8pm	
Catholic	Age range: 11-19 years
Type:	Academy
Specialism:	Science
Published admission number (Year 7):	192
Number of pupils at the school in January 2017:	1096
Number of on-time applications received for September 2016 admissions:	727
Physical accessibility:	Medium/Low
Notes:	Not all areas of the school are accessible by wheelchair

St Gregory's Catholic Science College was founded by the Catholic Church to provide education for children of Catholic families. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published admission number (PAN) for the school year 2018-19 will be 192 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 192 children to Year 7 in September 2018. Priority will always be given to Catholic applicants.

Oversubscription Criteria:

When the number of applicants exceeds the admission number, offers of places are 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 child arrangements orders, or special guardianship orders.
2. Catholic children with a Certificate of Catholic Practice. 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 child arrangements orders or special guardianship orders.
5. Other children who will have a sibling at the school at the time of admission
6. Catechumens and baptised children of Eastern/Orthodox Churches where the application is supported by either a certificate of baptism or a certificate of reception into the catechumenate of the Catholic Church.
7. Pupils from committed Christian families in order of preference:
 - a) Christians attending Christian Churches affiliated to 'Churches Together in Britain and Ireland.'
 - b) Other Christian denominations.
8. Pupils from other faith backgrounds.
9. Any other children.

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.

Exceptional Need

The governors will give top priority in any category to children whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application, from an appropriate professional e.g. doctor, priest or social worker.

Tie breaker

In the event of there being insufficient places to admit all candidates in any of the categories detailed above, priority will be given to candidates living nearest to the school, measured in a straight line from the child's house. The school will adopt the Local Authority 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. In the case of a number of addresses in a block with the same geographical reference, priority will be given to those nearest to the main entrance of the block. In the previous 4 years the tie-break has been invoked at criterion [3].

Multiple Births

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

Current Admissions Information

Last year (2016/17) the school was heavily oversubscribed, we received 725 applications for 176 places. There were no applicants in category 1. In category (2a) 44 siblings were offered a place, along with 129 in category (2b) in accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places to the remaining children in category 2 or to any applicants beyond category 2 (with the exception of 3 statemented

pupils). The final offer made on distance (category 2b) was 5605.44 metres from the school.

Application Procedure

All applicants must complete a Common Application Form (CAF) which is available from and returnable to the local authority in which the family is resident. In addition, applicants should complete St Gregory's Catholic Science College Supplementary Information Form (SIF) which is supplied in the application pack. The CAF and the SIF are also obtainable from your local authority and are available on line. The CAF must be completed and submitted to the local authority by 31st October 2017. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by the closing date.

If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for criterion 1 must be accompanied by written proof of the child's status from the appropriate authority. Those wishing to be considered under criterion 2 or 3 should also provide the School with a copy of the child's baptismal certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. Those applying under criterion 2 should obtain a Certificate of Catholic Practice form from the priest at the parish where the family normally worships. The Certificate of Catholic Practice form is also available on the Diocesan website www.rcdow.org.uk/schools/parents (follow schools, parents) at the top right hand corner of the page.

The local authority will write to you on behalf of the governing body with the outcome of your application on 1st March 2018 and the information will also be available on line. You should indicate your acceptance of the place as soon as possible. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place. The school maintains a waiting list, ranked according to the published criteria, and places will be offered as and when vacancies occur. The waiting list will remain open for twelve months following the normal date of admission. If you wish your child's name to stay on the waiting list you must apply to the school in writing before the twelve month period expires.

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

The admission of pupils with an Education, Health and

Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted.

Change of details

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you must inform the School immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the School.

Fair Access Protocol

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

In Year Admission

Applications for In-Year admissions are made directly to the school and dealt with by the Governing Body. You will also need to complete the school's Supplementary Information Form which you can download from our website, pick up from the council or the school. If you are a Brent resident you will also need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions to complete their CAF as well. The child's residence at the time of application will be considered as their main home address.

If there is a place available and no waiting list your child will be offered a place although you should be aware that there are waiting lists for most year groups. In the event of a place being available applications will be considered by the Governing Body in line with our published admission arrangements and will take account of those already on the waiting list. The waiting list is at all times maintained in criteria order and not in order of the date of application.

If it is not possible to offer your child a place the letter notifying you of the decision will give you information about the reasons for refusal and your right of appeal. Unsuccessful applicants will be placed on the waiting list.

Children Educated Outside Their Chronological Age Group

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors at the time of application, giving reasons and providing compelling professional evidence.

Sixth Form

Current pupils do not need to make an application as it is presumed that they will require a 6th Form place should they meet the academic entry qualifications. The governors propose to admit a minimum of 12 external applicants annually to its sixth form should they have gained the required academic entry qualifications. The courses available and the minimum academic requirements are published annually by the school. The school welcomes applications to the Sixth Form from boys and girls from other institutions. Applications must be made on the Sixth Form Application Form, available from the school, and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant.

Applicants will be required as a general rule to have achieved at least GCSE grade B in any subject (or associated subject) which they intend to study in the Sixth Form, but conditional places may be offered in particular subjects with higher requirements. Preference will always be given to Catholic applicants.

In the event of oversubscription the criteria and priorities listed in this Policy will apply.

Sixth-Form admissions appeals will be heard within forty 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.

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 by 20th April 2018. 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 however reminded that appealing for a place does not guarantee entry to the school.

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

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

Adopted For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

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

Child Arrangements Order A child arrangement order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the granting of the order qualify under this category

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

Candidate The child on whose behalf an application is being made.

Applicant(s) The parents and/or legal guardians submitting an application for a place on behalf of a child. Or a young person of 16 years or over submitting their own application.

Certificate of Catholic Practice A certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions>

Catholic A member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church. For the purposes of this Policy it also includes a "looked after" child who is in the process of adoption by a "Catholic family".

Catechumen A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.

Christian Children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Children of other faiths Children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at criterion 8 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011

defines religion to include:

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

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Sibling A brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home as the child.

Family Those who live at the residential address of the parent/legal guardians who are submitting an application for a place on behalf of a child.

Residential Address Residence is defined as where the child lives for more than 50% of the school week.

PROTOCOL ON ADMISSIONS PROCEDURES – 2018/19

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, which they acquire from their Primary School or their home LA.
2. The Common Application Form must be returned to their home LA 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 Local Authority or from St Gregory's Catholic Science College and must be returned to the school. Both the Common Application Form and SIF must be returned by 31st October 2017; late application will jeopardise your chance of obtaining a place.
If parents do not return the Supplementary Information Form and Certificate of Catholic Practice 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 Certificate of Catholic Practice, providing proof of practice of the Catholic faith, is obtained from the priest at the parish where the family normally worships and is also available on the Diocese of Westminster website at www.rcdow.org.uk (follow schools, for parents) The signed Certificate should be returned directly to the school.

4. The date for informing parents on the outcome of their application will be 1st March 2018. This is done by the LA on behalf of the school but the reply slips must be returned to the LA.
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% 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 1st March 2018.

The Crest Academy

www.thecrestacademy.org

DfE number: **3046907**

Head teacher:	Principal Mohsen Ojja
Chair of Governors:	Chair of the Ambassadorial Advisory Group: Mr Robert Turner
Crest Road, Neasden, London, NW2 7SN	
Tel:	020 8452 4842
Fax:	020 8452 6024
Email:	thecrestacademyinformation@e-act.org.uk
Admissions enquiries:	Dalie
Tel:	020 8452 4842 ext 345
Email:	Dalie.Mumba@E-ACT.org.uk
Supplementary information form needed?	No
Open evening	
Monday 18 September 2017, 9-11am and 5-7pm	
Monday 25 September 2017, 9-11am and 5-7pm	
Co-educational	Age range: 11-19 years
Type:	Academy
Specialism:	None
Published admission number (Year 7):	330
Number of pupils at the school in January 2017:	1124
Number of on-time applications received for September 2016 admissions:	213
Physical accessibility:	High
Notes:	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.

This document sets out the admission arrangements for The Crest Academy. This document forms an Annex to the Funding Agreement between The Crest Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing authority of the Academy. In particular, the Academy will take part in the Admissions Arrangements set up by Brent Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Brent Council.

Notwithstanding these arrangements, the Secretary of State may direct The Crest Academy to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

All applicants will take a standardised test. The test is not pass or fail but is designed to ensure that students of all abilities have an equal chance of getting into the Academy. When there are more students applying than there are places an oversubscription criteria will be applied. Oversubscription criteria can be found in section 10.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

5. The admission arrangements for The Crest Academy for the year 2018/2019 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a. The Crest Academy has a planned admission number of 330 in Year 7 and Year 8 and subsequent years. This means that we will admit 330 students in each year group if sufficient applications are received.
 - b. The Crest Academy has a planned admission number of 150 in Year 12.
 - c. The Crest Academy may set a higher admission number for any specific year. The Academy is not required to consult on any proposed increase to the planned admission number; however it must notify the Local Authority of the increase and specify the

changes on the academy website. Students will not be admitted above the Planned Admission Number unless exceptional circumstances apply.

1. We will require written supporting evidence from a relevant professional, e.g. Doctor or Specialist which must be sent at the time of the application. Copies should be sent to The Crest Academy direct. Decisions made using this criteria will be taken with referral to an independent specialist. Examples of physical/mental impairment that may require entry to a specific school include: mobility or co-ordination problems; speech, hearing or eyesight impairment; or progressive conditions e.g. cancer, multiple sclerosis, muscular dystrophy; or recognised mental illness.
2. In Years 7 to 11 and including students of Year 12 age who completed their GCSEs in Year 11 at the Academy) and who will continue to do so on the date of admission (for this purpose "sibling" means half or full brother or sister; or adoptive brother or sister; or children of the same household).

Process of application

6. Applications for places at the Academy will be made in accordance with Brent Council's co-ordinated admission arrangements, and parents will complete the Local Authority's Common Application Form.

The Crest Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Brent Council:

- a. September – Open evenings and other opportunities for prospective students and their parents to visit the school will be available. Please note that, to be considered for admission, all applicants must complete and submit the Local Authority's common application form, including The Crest Academy as one of their preferences. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required.
- b. September/October – The Academy will provide opportunities for parents to visit the Academy.
- c. October – Parents complete the Common Application Form and return it to Local Authority to administer.
- d. November – Brent Council receive the admission data for The Crest Academy forward this admission numbers to The Crest Academy.
- e. Early March – One offer of a secondary school place is made to parents by Brent Council.
- f. The Crest Academy sends appointments to all applicants for invitation to Friendship afternoons and subsequent activities.

Consideration of applications

7. The Crest Academy will consider all applications for places.
8. Where fewer than 330 applications are received, the

Academy will offer places to all those who have applied.

9. Any Students with a Statement of Educational Need where The Crest Academy is named on the statement and can meet the needs of the individual student will be admitted.

Procedures where The Crest Academy is oversubscribed

10. If oversubscribed the following criteria will be used to allocate places:
 - a. To Looked After and Previously Looked After Children
 - b. Non-statemented students where the child has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities and this requires admission to the school applied for¹.
 - c. Students whose siblings currently attend the school²
 - d. By distance from the school

Operation of waiting lists

11. Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year The Crest Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained jointly by The Crest Academy and Brent Council 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.
12. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Looked after children and previously looked after children will take precedence over those on the waiting list.

Arrangements for appeals panels

13. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Crest Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School

Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

Arrangements for admission to Post 16 provision

14. The Crest Academy will admit students into its Post 16. Applicants will need to satisfy minimum entrance requirements to the courses for which they are applying.
15. The Crest Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment.
16. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

Arrangements for admitting students to other year groups, including to replace any students who have left The Crest Academy

17. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our over subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

1. Consultation

- 1.1 The Crest Academy shall consult each year on its proposed admission arrangements.
- 1.2 The Academy will consult by 1 March:
 - a. Brent Council;
 - b. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority;
 - c. Any other governing body for primary and secondary schools (as far as not falling within paragraph (b)) located within the relevant area for consultation.

2. Determination and publication of admission arrangements

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

3. Publication of admission arrangements

3.1 The Crest Academy will publish its admission arrangements each year once these have been determined, by:

- a. copies being sent to primary and secondary schools in Brent Council Local Authority and neighbouring Local Authorities within the catchment area;
- b. copies being sent to the offices of Brent Council Local Authority and neighbouring Local Authorities within the catchment area;
- c. copies being made available without charge on request from the Academy;
- d. copies being sent to public libraries in the area of Brent Council Local Authority and neighbouring Local Authorities within the catchment area for the purposes of being made available at such libraries for reference by parents and other persons.

3.2 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. a statement of any religious affiliation;
- d. Numbers of places and applications for those places in the previous year; and
- e. Arrangements for hearing appeals.

4. Representations about admission arrangements

4.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to The Crest Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult The Crest Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

4.2 Those consulted 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.

- 4.3 In addition 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.

5. Proposed changes to admission arrangements by The Crest Academy after arrangements have been published

- 5.1 Once the admission arrangements have been determined for a particular year and published, the Crest Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted 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.

6. Need to secure Secretary of State's approval for changes to admission arrangements

- 6.1 The Secretary of State will consider applications from The Crest Academy to change its admission arrangements only when the Academy has notified and consulted the proposed changes as outlined at 18-19 above.
- 6.2 Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
- 6.3 The Secretary of State can approve, modify or reject proposals from the Crest Academy to change its admission arrangements.
- 6.4 Records of applications and admissions shall be kept by the Crest Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State

Wembley High Technology College

www.whtc.co.uk

DfE number: **3044006**

Head teacher:	Ms Gill Bal
Chair of Governors:	Mr Kishor Mistry
East Lane, Wembley, London, HA0 3PZ	
Tel:	020 8385 4800
Fax:	020 8385 4899
Email:	admin@whtc.co.uk
Admissions enquiries:	Ms Davinder Guron
Tel:	020 8385 4800
Email:	admin@whtc.co.uk
Supplementary information form needed?	No
Open evening	
Tuesday 12 September 2017, 5.30-8.30pm	
No denomination	Age range: 11-18 years
Type:	Academy
Specialism:	Technology
Published admission number (Year 7):	210
Number of pupils at the school in January 2017:	1358
Number of on-time applications received for September 2016 admissions:	1496
Physical accessibility: Low	

Wembley High Technology College is a highly oversubscribed College. We received over 1355 applications for 210 places in September 2016. We have eight forms of entry in Year 7 to ensure that class sizes are kept small.

Applications for Year 7

Wembley High Technology College operates within the Brent Co-ordination Scheme and Applications for Secondary Transfer should be made using the Common Applications Form. The Common Application Form must be returned to the Local Authority. Applications for students with a statement of Special Educational Need (SEN) are made by the Local Authority through 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. These reasons must relate to the student and does not apply to family members. Parents applying under this criterion 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 Primary School.
4. Priority will be given to children of staff in either of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Those pupils attending one of the four Technology College feeder primary schools (Sudbury, Barham, Byron Court 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 Officer) at the College. All on-time application appeals will be heard within 10 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 oversubscription 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. Waiting lists 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 In Year Fair Access Protocol will take precedence over waiting lists where applicable.

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 for 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, 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.

Sixth Form Admission Arrangements

We have seven forms of entry in Year 12 and six forms of entry in Year 13 to ensure that class sizes are kept small. Applications for the Sixth Form open in November for the following academic year. The Sixth Form Application Form (from the website) should be submitted to the school prior to the December deadline.

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

1. Children currently in public care (looked after children)/children previously in public care who meet the entry requirements and subject specific criteria (see notes below).
2. Students who were on roll at Wembley High Technology College at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form and who meet the entry requirements and subject specific criteria (see notes below).

To receive priority for 2018 entry Wembley High Technology College students must apply by Friday 8th December 2017. Applications received after this date will be treated as external applications.

3. External applicants for 2018 entry who meet the entry requirements and subject specific criteria (see notes below) must apply by Friday 8th December 2017. Any applications received after this date will be added to the waiting list.

Additional notes

- All applicants must be aged 16 on the 31 August in the year of application.
- 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 criteria as published in the Sixth Form Prospectus.
- Sixth Form admission meetings for 2018 entry will commence on Monday 20th November 2017. Places will be offered in accordance with points 1-3 above and are subject to availability of places on courses and availability of resources.
- Late applicants may be invited for discussion if places are available on their chosen courses or for a place on the waiting list.
- The Sixth Form does not normally admit students to re-take Year 12 or Year 13.
- For entry requirements please see the Sixth Form Prospectus.

Studio School or University Technical College (UTC) for September 2018

UTCs are set up by universities and business and specialise in one or two technical subjects. In years 10 and 11 they offer a similar GCSE curriculum to a typical secondary school, including English and Maths, as well as their specialist subject. You can find out more at www.utcolleges.org/utcs.

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They have a similar curriculum to a typical secondary school. You can find out more at www.studioschoolstrust.org.

A list of all schools in the London area which admit pupils into Year 10, together with contact details, are listed below. There are no UTCs or Studio Schools in Brent. If you have any questions please contact the UTC or Studio School you are interested in directly using the details provided. The full application process is set out on the website for each school.

University Technical Colleges in London and the surrounding area (schools for 14–19 year olds)

NAME AND ADDRESS	SPECIALISM/NUMBER OF PLACES IN YEAR 10	CONTACT DETAILS	HOW TO APPLY
Elutec (East London University Technical College), Yew Tree Avenue, Rainham Road South, Dagenham East, RM10 7FN	Product design Engineering 150 places	www.elutec.co.uk interest@elutec.co.uk 020 3773 4670	Direct to the school
The Global Academy UTC , The Old Vinyl Factory, Blyth Road, Hayes, Middlesex, UB3 1HA	Creative and technical broadcast and digital Media 150 places	www.globalacademy.com question@globalacademy.com 020 3019 9000	Via your home local authority
Heathrow Aviation Engineering UTC , Potter Street, Northwood, Middlesex HA6 1QG	Aviation engineering Engineering 150 places	www.heathrow-utc.org info@heathrow-utc.org 019 2360 2130	Via your home local authority
London Design and Engineering UTC (LDEUTC) Docklands Campus, University Way, London E16 2RD	Design Engineering 80 places	www.ldeutc.co.uk admin@ldeutc.co.uk 07714 255 193	Direct to the school
Mulberry UTC , 64 Parnell Road, London, E3 2RU	Digital technology Healthcare and medical services 80 places Transport engineering	www.mulberryutc.co.uk shabegum1@mulberry.towerhamlets.sch.uk 0207 790 6327	Direct to the school
Sir Simon Milton Westminster UTC , Sutherland Street, London, SW1V 4LH	Transport engineering Construction 100 places	www.westminsterutc.co.uk enquiries@westminsterutc.co.uk 020 3506 9277	Direct to the school
South Bank Engineering UTC , 56 Brixton Hill, Brixton, London, SW2 1QS	Engineering for building and health sectors 150 places	www.southbank-utc.co.uk info@southbank-utc.co.uk 020 7738 6115	Direct to the UTC
The Leigh UTC , Brunel Way, The Bridge Development, Dartford, Kent, DA1 5TF	Computer science Engineering 150 places	www.theleighutc.org.uk info@theleighutc.org.uk 01322 626 600	Via your home Local Authority
Elstree UTC , Studio Way, Borehamwood, Hertfordshire, WD6 5NN	Multimedia, Production Arts Digital technology and communication for entertainment industries 100 places	www.elstreeutc.co.uk admin@elstreeutc.co.uk 020 8386 6220	Via your home Local Authority
Watford UTC , Colonial Way, Watford, Hertfordshire, WD24 4PT	Computer science Travel and tourism Hospitality Event management 150 places	www.watfordutc.org admin@watfordutc.org 01923 905 240	Direct to the school
Sir Charles Kao UTC , Velizy Avenue, Harlow, Essex, CM20 3EZ	Computing Science Engineering 125 places	www.sircharleskaoutc.com enquiries@sckutc.org.uk 012 7944 4374	Direct to the school

Studio Schools in London and the surrounding area (schools for 14–19 year olds)

NAME AND ADDRESS	SPECIALISM/NUMBER OF PLACES IN YEAR 10	CONTACT DETAILS	HOW TO APPLY
De Salis Studio College, Hewens Road, Hayes, Middlesex, UB4 8JP	Business and Commerce 60 places	www.desalisstudiocollege.co.uk desalisstudio@gmail.com 020 8573 1039	Via your home Local Authority
Logic Studio School, Browells Lane, Feltham, TW13 7EF	Computing Technologies and International Logistics. 40 places	www.logicstudioschool.org info@logicstudioschool.org 0208 831 3001	Direct to the school
Parkside Studio College, Wood End Green Road, Hayes, Middlesex, UB3 2SE	Applied Learning Specialism in: Creative Media Construction Hairdressing and Beauty Therapy Health and Social Care Hospitality and Catering Sport 60 places	www.parksidestudiocollege.co.uk parksidestudio1@gmail.com 020 8573 2097	Via your home Local Authority
Space Studio West London, Letchworth Avenue, Feltham, Middlesex, TW14 9RY	Space Aerospace Science Maths 75 places	www.spacestudiowestlondon.org info@spacestudiowestlondon.org 020 3696 8140	Direct to the school
The Ockendon Academy and Studio School, Erriff Drive, South Ockendon, Essex, RM15 5AY	N/A 210 places	www.ockendonstudioschool.com office@ockendonstudioschool.com 01708 851661	Via your home Local Authority
The BRIT School for Performing Arts and Technology, 60 The Crescent, Croydon, CR0 2HN	Dance, Film and media production, Music, Musical theatre, Interactive digital design, Theatre, Visual arts and design 200 places	www.brit.croydon.sch.uk info@brit.croydon.sch.uk 020 8665 5242	Direct to the school

Section 4 – Additional Information

Contact Information

Brent School Admissions

- For information and enquiries about school admissions and how to apply.

Tel: 020 8937 3110 (lines are open 11am to 5pm)

Email: school.admissions@brent.gov.uk

www.brent.gov.uk/admissions

Brent Customer Services

- Get help and access a computer to make your application at the Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

NEIGHBOURING LOCAL AUTHORITIES

■ Barnet

Tel: **020 8359 7651**

Email: school.admissions@barnet.gov.uk

www.barnet.gov.uk/schooladmissions

■ Camden

Tel: **020 7974 1625**

Email: admissions@camden.gov.uk

www.camden.gov.uk/admissions

■ Ealing

Tel: **020 8825 5522**

Email: mainroundadmissions@ealing.gov.uk

www.ealing.gov.uk/admissions

■ Harrow

Tel: **020 8901 2620**

Email: schooladmissions@harrow.gov.uk

www.harrow.gov.uk

■ Hammersmith and Fulham

Tel: **020 7745 6434**

Email: school.admissions@lbhf.gov.uk

www.lbhf.gov.uk/schooladmissions

■ Hillingdon

Tel: **01895 556 644**

Email: admissions@hillington.gov.uk

www.hillingdon.gov.uk/schooladmissions

■ Kensington and Chelsea

Tel: **020 7745 6432**

Email: school.admissions@rbkc.gov.uk

www.rbkc.gov.uk/schools/admissions

■ Westminster

Tel: **020 7745 6433**

Email: schooladmissions@westminster.gov.uk

www.westminster.gov.uk/admissions

Department for Education

- The government department responsible for schools and education.

Tel: **0370 000 2288**

www.education.gov.uk

Ofsted

- Ofsted inspect and report on standards of schools, childminders and local authorities.

Email: enquiries@ofsted.gov.uk

www.ofsted.gov.uk

Applicants with special educational needs

Brent Council's policy is that children with Special Educational Needs (SEN) or Education, Health and Care plans (EHCP) should attend their local 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. The majority of children with SEN 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.

Admission arrangements for children without a Statement or EHCP

Children who have SEN but do not have a Statement or EHCP will transfer to secondary school through the coordinated admission procedures. The Code of Practice on School Admissions states: 'Children with SEN but without Statements or Education, Health and Care plans must be treated as fairly as other applicants. Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her SEN'. Admission authorities must consider applications from children who have SEN but no Statement or EHCP, on the basis of the school's published admissions criteria. All mainstream schools receive funding to provide extra help for children with SEN.

Transfer arrangements for children with a Statement or EHCP

The main admission criteria and application processes do not apply to children who have a Statement of SEN or EHCP. The council will apply for places on behalf of all such children. An annual review of the statement/ EHCP 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. Parents should note there is no automatic right for any pupil to receive assistance with transport, and should consider carefully how their child would get to school if they do not express a preference for a local school. 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 IN BRENT

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

Head teacher: **Ms Kay Charles**

Address: Grove Park, London NW9 0JY

Tel: **020 8204 5396**

Fax: **020 8905 0971**

Email: **office@tvs.brent.sch.uk**

Website: **<http://www.tvs.brent.sch.uk>**

Age range: **3-19**

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

Woodfield School

Head teacher: **Ms Desi Lodge-Patch**

Address: Glenwood Avenue, London, NW9 7LY

Tel: **020 8205 1977**

Fax: **020 8205 5877**

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

Website: **www.woodfield.brent.sch.uk**

Age range: **11-19**

For pupils aged from 11 to 19 with moderate learning difficulties, social and communication disorders and autism. Ten of the above 100 places are for pupils diagnosed with Autistic Spectrum Disorder (ASD) who are taught by specialist teachers in a specialist base.

Preston Manor School

(Additionally resourced provision)

Headmaster: **Beth Kobel (acting Head teacher)**

Address: Carlton Avenue East, Wembley HA9 8NA

Tel: **020 8385 4040**

Fax: **020 8908 2607**

Email: **info@pmanor.brent.sch.uk**

Website: **www.pmanor.brent.sch.uk**

Age range: **11-16**

This is an additionally resourced provision for children with speech and language and communication needs and children with Autistic Spectrum Disorders (ASD).

SPECIALIST OUTREACH SERVICES

Where children do not attend a specialist provision, Brent outreach teams offer a continuum of specialist support to pupils and schools which is flexible in nature and tailored to meet individual needs. Pupils who access these services have a medical diagnosis of either significant hearing impairment, visual impairment or autistic spectrum disorder and may also have a Statement of SEN or an Education Health and Care Plan.

Brent Deaf and Hearing Impairment Service (BDHIS)

Head of Service: **Ms Emma Dudley**

Team Leader: **Mrs Milly Mastroianni**

Tel: **020 8937 5107**

Brent Visual Impairment Service (BVIS)

Team Leader: **Mr Paul Fielding**

Tel: **020 8937 3312**

Brent Outreach Autism Team (BOAT)

Team Leader: **Ms Clare Henshaw**

Tel: **020 8937 4659**

Home to school travel

In London, travel is free on buses for children up to 18 years of age. Where it is possible for a child to travel to school free of charge the council would expect that option to be taken. However, where a journey is considered too long (more than an hour by bus) or too complicated (more than two changes) to be undertaken by bus the council will provide assistance with tube or train fares for low income families in the circumstances as follows:

- For children of primary age, transport will only be provided to the nearest suitable school, but for those from low income families aged 8-11, local authorities must ensure that free transport is provided for children living more than two miles from the school.
- For children of secondary age, local authorities must ensure that those from low income families have free transport to any one of the three nearest suitable schools where the distance travelled is between two and six miles. Local authorities must also ensure that transport is provided to the nearest school preferred on the grounds of religion or belief where this is between two and 15 miles away.

Low income families are those whose children are entitled to free school meals or who are in receipt of their maximum level of Working Tax Credit. The council will consider all applications submitted. Application forms are available from Brent Customer Services, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ or by telephone **020 8937 3110**.

Free school meals/ Pupil Premium

If your child attends a Brent school and you are in receipt of one of the following benefits or NASS support, you are eligible to apply for free school meals for your children:

- 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 four 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.

When you apply you must provide your national insurance (NI) or NASS number and DOB in order for us to check your eligibility with the Department of Education, Eligibility Check Service (DfE ECS).

Application forms are available from Brent School Admissions Service on **020 8937 3110** or visit: Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

You can also apply for free school meals online at **www.brent.gov.uk/freeschoolmeals**

Private fostering

- If a child or young person under the age of 16 (or 18 if they have a disability) is living for more than 28 days

with someone other than a close family member*, this is known as a private fostering arrangement. *A close family member is a grandparent, aunt or uncle, sibling or step-parent (either by blood or marriage).

- There is a duty on parents and carers entering into private fostering arrangements to notify the council. This is in order to safeguard and protect the child's welfare as well as ensuring that the child, carer and parent are receiving appropriate support and help.
- If you know or suspect that a child is being cared for in a Private Fostering arrangement, please call the Brent Placement Assessment and Recruitment Team (PART) on **020 8937 2749** to make a referral.

Data Protection

Information parents provide when applying for a school place will be used for registered purposes under the Data Protection Act 1998 and will be entered on a secure computerised database. The information is protected by the Data Protection Act 1998, which ensures the information can only be used for defined purposes and can only be passed to specific people.

The defined purposes are:

- Administering the admissions process as set out in the Admissions Guidance 2018 online booklet relevant to my application.
- Preventing fraud or criminal offence or to ensure the safety of any child.
- To ensure the council fulfils its statutory obligation to provide every child within the area with a suitable school place.

The people who may receive the information are:

- The current school (if any).
- The school to which the pupil is to be admitted.
- Other admission authorities so as to ensure that parents have provided consistent information and do not hold on to more than one offer of a place.
- Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

