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| Brent | **PROPOSED ADMISSION ARRANGEMENTS FOR BRENT COMMUNITY SCHOOLS FOR 2025/2026** |
| | **For Consultation 17 November 2023 to 4 January 2024** |

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**Brent Community Primary School Published Admission Numbers and Grid Reference Measuring Points for Admission in 2025/2026**

Published Admission Numbers indicated in red text are subject to the outcome of the admission arrangements consultation. Fryent Primary School's current PAN is 120 and Mitchell Brook Primary School's current PAN is 90.

| Name of School | Published Admission Number | Grid Reference Measuring Point | |
|---|---|---|---|
| | | Easting | Northing |
| Anson Primary School | 52 | 523552 | 185345 |
| Barham Primary School | 120 | 517506 | 184655 |
| Brentfield Primary School | 90 | 520541 | 184537 |
| Byron Court Primary School | 150 | 517133 | 186955 |
| Carlton Vale Infant School | 60 | 524938 | 182956 |
| Chalkhill Primary School | 60 | 520005 | 186210 |
| Donnington Primary School | 30 | 522577 | 184004 |
| Elsley Primary School | 120 | 518869 | 184738 |
| Fryent Primary School | 90* | 520385 | 187897 |
| Harlesden Primary School | 60 | 521141 | 183461 |
| Kingsbury Green Primary School | 90 | 520010 | 188549 |
| Leopold Primary School** | 120 | 521640 | 184310 |
| - Gwenneth Rickus Site | | 520810 | 184490 |
| Lyon Park Primary School | 120 | 518820 | 184115 |
| Malorees Infant School | 60 | 523952 | 184011 |
| Mitchell Brook Primary School | 60* | 521010 | 184768 |
| Mora Primary School | 60 | 523141 | 185939 |
| Mount Stewart Infant School | 90 | 517785 | 187999 |
| Mount Stewart Junior School | 90 | 517785 | 187999 |
| Newfield Primary School | 60 | 521890 | 184050 |
| Northview Primary School | 30 | 521580 | 185500 |
| Oliver Goldsmith Primary School | 60 | 520809 | 188559 |
| Park Lane Primary School | 60 | 518380 | 185490 |
| Preston Park Primary School | 120 | 517930 | 187200 |
| Roe Green Infant School | 120 | 519772 | 189316 |
| Roe Green Junior School | 120 | 519772 | 189316 |
| Salusbury Primary School | 90 | 524528 | 183518 |
| The Stonebridge School | 90 | 520512 | 183844 |
| Uxendon Manor Primary School | 90 | 518023 | 188541 |
| Wembley Primary School | 120 | 518365 | 186130 |
| Wykeham Primary School | 60 | 521087 | 186286 |

* Proposed change of PAN for 2025/26

** Leopold Primary School is split into two sites – the main site on Hawkeshead Road and a satellite site the Gwenneth Rickus site. Both sites are two-form entry and can accommodate 60 children in each year group. Public consultation is currently underway to close the Gwenneth Rickus site with effect from September 2025, which if implemented would require a variation to the admissions arrangements.

**Oversubscription Criteria for Brent Community Schools in 2025/2026**

The criteria set out below apply to the 30 Brent community schools listed on page 2.

Voluntary aided or religious faith schools, foundation schools, free schools and academies have their own admission policies. Parents/carers should visit the website of these schools for a copy of their admission arrangements or visit www.brent.gov.uk/admissions

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

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

Whenever and wherever possible, children are offered a school of their parents'/carers' preference and in practice the majority of children go to the school which their parents/carers select for them. Admissions criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her/their ethnicity.

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

**1. Looked After Children or Previously Looked After Children (including Internationally Adopted Previously Looked After Children)**

A looked after child or a previously looked after child, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- A 'looked after child' (LAC) is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.
- A 'previously looked after child' (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.
- An 'internationally adopted previously looked after child' (IAPLAC) is a child who appears to Brent Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**2. Linked infant school**

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

- This criterion only applies to Year 3 applications to Mount Stewart Junior School (for children attending Mount Stewart Infant School) and Roe Green Junior School (for children attending Roe Green Infant School).

### 3. Medical or Social needs

Exceptional circumstances to do with significant medical needs and or social needs which necessitate a child's placement at one particular school.

This criterion relates to the medical and/or social needs of the child or family members with caring or parental responsibility. The application must be supported by written evidence (see below) that sets out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of location, resources and organisation which deems it essential that the named pupil be admitted to the specific school. The Council will not give higher priority to children under this criterion if the required documents have not been submitted. Decisions on whether to allow the criterion will be made by an admission panel, based on all the evidence available, and will be consistent.

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

- *Social Needs*
  Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will be considered where there is involvement from a social worker, or other professional and where it can be demonstrated that the child has exceptional social needs that cannot be met at any other school than the named school. Parents'/carers' circumstances can have an impact on a child's social needs and evidence of this will be considered. In assessing these applications, advice will be sought from relevant professionals as required.

### 4. Children of staff

Children whose parent/carer is a member of staff:
- who has been employed by the school and has worked predominantly on the school site for two or more years at the time of application; or
- who has been recruited to fill a vacancy at the school for which there is a demonstrable skill shortage.

#### Siblings

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

- This includes half and step brothers and sisters and foster children so long as they live at the same address - but **not** cousins.

## 5. All other applicants.

### ‘Tie-break’ Distance Measurement

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

Where two or more children share the same priority, live equidistant from a community school and only one place remains, the local authority will use a computerised random allocation to determine which child should be given priority.

### Home Address

The address used must be the child’s permanent home address on the closing date for on-time applications or at the time of application for late or in-year applications.

This cannot be a business address, childminder or relative’s address, or any address other than child’s permanent home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

Proof of address is not required to be sent with an application. The council tax reference number should be supplied on the application if the applicant is responsible for paying it. Brent Council will check internal council databases in order to verify the address. Where it is not possible to verify the address or the applicant has recently moved, the Council will write to the applicant to ask for two proofs of address.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the local authority of any change of address.

Any applications received containing fraudulent or misleading information, or any offers made based on fraudulent or misleading information may be withdrawn, especially where other applicants have been disadvantaged as a result.

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

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

In the event that one child from a multiple birth has an Education, Health and Care Plan which names a particular community school, all other children from the same multiple birth will be considered under the third criteria for the same school – medical or social needs – unless a higher criteria should be applied.

## Split residence

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

If it is not possible to determine which residential address should be used through a joint declaration, then the address of the parent/carer who is in receipt of child benefit will be used for the purpose of the application. In cases where parents/carers are not eligible for child benefit the address will be that of the parent/carer where the child is registered with the doctor. In cases that still cannot be determined, or are open to dispute by parents/carers, an admission panel will determine how to proceed with the application in accordance with these arrangements, the Admissions Code and any other relevant legislation or guidance. This will not impact on parents'/carers' right to appeal against any decision not to offer a preference school.

## Multiple applications

Only one application can be processed for each child. In the event that the local authority receives more than one application for the same child, whether from the same parent/carer or not, the most recently received application will be processed. This includes applications that have been submitted online and by post.

Parents/carers are responsible for ensuring only one application is received. If multiple applications are received and it is not possible to obtain a joint declaration from both parents/ carers (or those with parental responsibility) regarding which schools should be included as preferences, an admission panel will determine how to proceed with the application in accordance with these arrangements, the Admissions Code and any other relevant legislation or guidance. This will not impact on parents'/carers' right to appeal against any decision not to offer a preference school.

## Applications from overseas

Applications with an overseas address will not be accepted for processing by the local authority unless there is evidence of a link to an address in the area and evidence that a child will be living in the area on or before the date of admission.

Where an application is accepted, the address used on the application will be the overseas address until such time as there is evidence of the child's return to the linked address prior to the closing date (or the date for accepting applications as late for good reason). Such evidence received after the closing dates will be considered on the application after National Offer Day.

The local authority is only responsible for making offers for children currently living in the area. If it is not possible to make a preference offer prior to a child's arrival on the relevant offer days, an alternative offer will not be made.

Applications will not be accepted from overseas addresses for in-year applications with the exception of applications for Children of UK Service Personnel (UK Armed Forces) and Crown Servants.

**Children of UK Service Personnel (UK Armed Forces) and Crown Servants**

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, can apply to the local authority in advance of their arrival provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

The address used on the application will be the postal address or quartering area address provided.

Offers will be made in advance of a child's arrival for in-year applications and on the relevant offer date for normal round applications.

**How places will be allocated at Brent community schools for September 2025 in Reception (Primary and Infant schools) and Year 3 (Junior Schools)**

There is no automatic transfer from nursery to Reception class, or from Year 2 to Year 3 in a Junior School. Parents/carers wanting to apply for a place at Reception (or to a Junior School) must complete an application which is available online or a paper Common Application Form.

If more applications are received than there are places available, places are offered up to a school's planned admission number to applicants whose application is received by the closing date in accordance with the oversubscription criteria listed on page 3 using an equal preference system (see below).

**Equal preferences**

Each preference is treated as a separate application. Then using the oversubscription criteria each application is considered and ordered in a list based on how well it meets the oversubscription criteria (page 3).

If applicants qualify for a place at more than one school, a place is offered at the school given the highest ranking by the applicant.

Application forms will be available from September 2024 and the closing date for applications will be 15 January 2025. Offer letters and e-mails will be sent out on 16 April 2025.

**Deferred Entry**

Parents/carers can request that the date their child is admitted to school is deferred until later in the year for which they apply or until the term in which the child reaches statutory school age. Statutory school age begins the first day of the term after a child's fifth birthday.

Parents/carers wishing to defer entry must contact the school to advise them of this after a place has been offered.

Parents/carers can also request that their child attends part-time until their child reaches statutory school age.

**Applications for children outside the normal age group**

The Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. In general, children should be educated in their normal age group, with the curriculum differentiated as appropriate; they should only be educated out of their normal age group in very limited circumstances.

If parents/carers believe their child should be educated in a different year group they should submit an application for the 'normal' Reception round for their child. With the application they should provide supporting evidence from relevant professionals working with the child and family stating why it is in the child's best interest to be placed outside their normal age appropriate cohort.

For community schools, the Council as the admission authority will decide whether the application will be accepted on the basis of the information submitted. Decisions will be based on the individual circumstances of each case including the view of parents/carers, the relevant head teacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group.

There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the head teacher and senior leadership of individual schools.

## Late Applications and changes after the closing date

Application forms must be received by Brent Council by the closing date of 15 January 2025.

Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time.

Applicants who consider they have exceptional circumstances that prevented them from applying between applications opening in September 2024 and the closing date of 15 January 2025 should provide independent written evidence explaining why the application was late no later than 5pm on Wednesday 12 February 2025.

Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

## Changes of Address after the closing date

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel.

Evidence must be received by 5pm on Wednesday 12 February 2025 for the new address to be used when processing the application and calculating home to school distances. Any change of address evidenced after 5pm on Wednesday 12 February 2025 will not be included until after National Offer Day 16 April 2025.

## Waiting Lists

If the school place allocated is not the first preference, the child's name will automatically be placed on the waiting list for schools which have been ranked higher than the offer made. Community school waiting lists will then be maintained by the Council whilst voluntary aided, foundation and academy schools' waiting lists will be maintained by the relevant schools.

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria.

Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and, if it is accepted, all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list.

Applicants, who ask for their child's name to be placed on the waiting list for another school after a school place has been allocated, are indicating they prefer this school to the other school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Looked after children and previously looked after children, and those allocated a place at the school in accordance with Brent's Fair Access Protocol, will take precedence over those 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. A new application will have to be made for a new academic year.

**Appeals**

Parents/carers can appeal against any decision made by Brent Council about the school where they would like their child to be educated.

When an appeal form is requested, the child's name is automatically placed on the waiting list for that school, if it is not already included.

A child admitted to a school as a result of a successful appeal will be admitted in precedence to those on the waiting list.

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

**Admission to community school nurseries**

The timeline and oversubscription criteria for a place in a nursery class in a community school are the same as for a Reception place. The council does not co-ordinate applications for nursery places. Applications for a nursery place in a community school must be made directly to the school by 15th January 2025. Offers will be made on 16th April 2025 by the school. If the nursery is oversubscribed the Community Schools' Oversubscription Criteria will be applied.

**In-Year Applications**

Applications received outside the normal admission round will be considered in line with the oversubscription criteria.

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

The address used to process the application will be the address where the parent/carer and child normally live and they must be living there at the time of application.

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