

Oversubscription Criteria for Community Primary Schools September 2021

The criteria set out below apply to community primary schools only. There are 32 Community Primary Schools in Brent. Voluntary aided or religious faith schools, foundation schools and academies have their own admission policies. Parents should approach the head teacher or chair of governors of these schools directly for a copy of their admission arrangements or visit www.brent.gov.uk/admissions this webpage will list all the admission arrangements for all schools in Brent.

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

Applications for children with an Education, Health and Care Plan (EHCP) or a statement of Special Educational Need are made by Local Authority SEN teams. The placement of such children is made after a process of consultation between parents, the school and the Local Authority. Children with an EHCP or a statement of Special Educational Need receive priority over others for admission to the school named on their Statement. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

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

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

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

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

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

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

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

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

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

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

Medical Needs

Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.

If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Medical claims will only be considered for one school and this should be named by the consultant.

In assessing these applications, advice will be sought from Brent's Special Education Needs Service.

Social Needs

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

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

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

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

6. Children living within the school's catchment area.

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

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

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

8. All other applicants.

'Tie-break' Distance Measurement

The distance is measured along a straight line from an address point in the property to the address point of the school. The measuring system is an integral part of the admission database produced by Tribal Technology Ltd. The system uses Ordnance Survey maps and address points from the LLPG (Local Land and Property Gazetteer) and is accurate to 1 metre.

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's number.

Split residence

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

Admission to community school nurseries

The timeline and oversubscription criteria for a place in a nursery class in a community school are the same as for a reception place. The council does not co ordinate applications for nursery places. Applications for a nursery place in a community school must be made directly to the school by 15th January 2021. Offers will be made on 16th April 2021 by the school. If the nursery is oversubscribed the Community Schools Oversubscription Criteria will be applied. There is no automatic transfer from a nursery class to a reception class in any Brent community school.