



EARLSMEAD PRIMARY SCHOOL ADMISSION ARRANGEMENTS FOR 2025/26

Recommended by the Local Governing Body 15.1.24 and the Board of Trustees on 7.2.24.

The Academy will comply with the requirements of the Funding Agreement and the Schools Admissions Code and recognises that its 'relevant area' is in the London Borough of Harrow.

Number of places for 2025/26 will be 60.

Applications for September 2025 entry should be made via the Harrow co-ordinated admissions scheme (for more details see the 'school admissions' section of the Harrow Council website, <https://www.harrow.gov.uk/schools-learning/apply-primary-school-place>. If you are a parent resident outside Harrow, applications should be made through your home local authority's admissions scheme.

ADMISSIONS OVER-SUBSCRIPTION CRITERIA

If there are fewer applicants than there are places available for Reception entry in September 2025, everyone who applies will be offered a place.

If there are more applicants than there are places available after the admissions of students with an Education, Health and Care Plan or Statement of Special Educational Needs naming the Academy, the following criteria will be considered, in order to determine who will be offered a place:

- a) **Children who are looked after or were previously after** - 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. (See definition below of children who are or were previously looked after).
- b) **Medical or social needs of the child** - Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and or social needs. (See definition below of medical social needs of the child).
- c) **Medical reasons relevant to parent(s)** - Parents where there are special medical reasons for seeking a place for their child at the school. (See definition below of medical reasons relevant to parent).
- d) **Sibling link (i.e. older brothers/sisters)** - Children with a brother or sister attending the school at the time of admission. (See definition below of sibling).
- e) **Children of staff of the school** - Children where their parent(s) has been employed by the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been recruited to a vacant post where there is a demonstrable skills shortage.

- f) **Distance from home to school** - Children living nearest to the school measured in a straight line from home to school. This must be the address where the parent and child normally live and they must be living there on the closing date for receipt of applications.

Tie Breaker

If more applications are received in any one criterion than there are places available the oversubscription criteria will be re-applied followed by the 'tie-breaker' of distance, measured in a straight line. In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

Children of multiple births

In cases where there is only one place available at the school and the next child on the waiting list is one of a twin, triplet or other multiple birth group, both twins (or all the siblings in the case of other multiple births) would be admitted, even if this meant that the school would admit in excess of the admissions number.

DEFINITIONS

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 Harrow's Special Educational 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. The application will need to be supported with a letter from a Divisional Director of Children & Young People Services or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Social claims will only be considered for one school and this should be named in the letter from a Divisional Director of Children & Young People Services or a person holding a similar role in another local authority.

Distance

The home address is where a child normally lives. Distance is measured in a straight line from home to school, using a computerised mapping system based on ordnance survey data. Harrow community schools are mapped onto the system. The journey is measured in a straight line from the unique address point for the home address to centre point for the school site. Please see Harrow Council's website for individual maps locating the centre point for each school which uses the centre point.

In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

Home address

This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications. Confirmation of address will be required.

Where a child lives with parents with shared parental 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 no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. 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.

Sibling

A sibling means a child's brother or sister. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling priority does not include cousins or other extended family members who live in the same household.

Parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Twins, triplets and other multiple-birth children:

1. In cases where only one place is available and twins or children of multiple birth, tie for the last available place, then both or all will be offered even if this exceeds the planned admission number.
3. Where one twin has a Statement of Special Educational Needs that names a specific school, the other twin will be treated as having a sibling link for that academic year.

Children looked after by a local authority

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 including those who appear [to the admission authority] 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 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).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. This Act applies to England and Wales, therefore a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the new Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will obviously have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7, a child has to have been looked after immediately before they were adopted or became subject to a child arrangement or special guardianship order.

Withdrawal of places

Places offered at oversubscribed schools will be withdrawn if:

- the offer was made in error;
- the parent has not responded within a reasonable period of time;
- it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Children with statements of special educational needs or Education, Health and Care Plans

Children with special educational needs who have a Statement or Education, Health and Care Plans which names the school will be allocated a place at the school on accordance with their statutory entitlement.

FAIR ACCESS

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 the local authority 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 ADMISSIONS

Applications for In-Year admissions are made to Harrow Council www.harrow.gov.uk/schooladmissions.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age i.e., the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer

term as applicable. Applicants may also choose for their child to attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year for which the application has been made. Deferred application requests must be made on the Local Authority admission form.

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 in the best interests of the child. Parents should submit supporting evidence, which may include medical information, whether the child was born prematurely, and the parents' view as to why they believe it is in their child's best interests to be educated out of their normal age group. In making a decision, the governing body will take account of the statutory admissions code and any non-statutory guidance issued by the Department for Education.

RIGHT OF APPEAL

If you are unsuccessful, you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

WAITING LIST

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