Heathland Whitefriars Federation

Policy Essential Information

Title:	**Admissions Policy 2026-27**
Date Determined:	28th February 2025
Date Published:	15th March 2025
Status:	Statutory
Committee:	Academy Trust
Headteachers:	Miss F Hopkins (Heathland) Mr P K Vekaria (Whitefriars)
Chair of Directors:	Ms L Malzard
Review Process:	Annual (Next 6 week consultation, to end no later than 31.01.2032)
Location:	Website

Heathland Whitefriars Federation is a multi-school converter academy trust comprising Heathland and Whitefriars Schools: Admissions Arrangements for 2026/27 entry.

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

Number of places for 2026/27. Planned Admissions Number (PAN)

	Heathland	Whitefriars
Nursery	**52**	**52**
Reception	**90**	**90**
Year 1	**90**	**90**
Year 2	**90**	**90**
Year 3	**90**	**90**
Year 4	**90**	**90**
Year 5	**90**	**90**
Year 6	**90**	**90**
Year 7		**150**
Year 8		**150**
Year 9		**150**
Year 10		**150**
Year 11		**150**
Year 12		**75***
Year 13		**75***

*** Admission to the Harrow Collegiate for 6th Form –** All students may continue to study in the 6th Form, providing they meet the entry requirements of their selected courses.

A collegiate system operates at sixth form level within Harrow and some courses are offered through this arrangement. As a result, some students from other schools and/or colleges join courses at a particular 6th Form and some students from the school may join sixth form courses in other schools and/or colleges.

Applications should be made to the school by the first Friday in February in the academic year preceding the year of entry. Any applications from students who are not currently students at the school will be judged according to the same entry requirements of the school and their selected subjects and will be offered places if there are spaces available in those subjects.

Whitefriars School Secondary Section – Pupils on roll in Year 6 at Whitefriars School have a right to transfer into Year 7 automatically if that is their choice. The academy will admit up to the overall size of 150 pupils once places have been allocated to those Whitefriars Year 6 pupils who choose to move up to Year 7 at Whitefriars.

Applications for September 2026 entry should be made via the Harrow co-ordinated admissions scheme or via the Local Authority where the child resides. There is an automatic transfer from Whitefriars primary to Whitefriars secondary section as it is a single, all through school with one DfE number. A separate application must be made for a place in the secondary section from pupils attending other schools, including Heathland School.

The school will hold an open day/evening in September/October 2025 where prospective students and their parents are welcome to visit and find out more about the school.

Reception - The number of Reception places available for September 2026 school year in both schools will be 90. Applications for September 2026 entry should be made via the Harrow co-ordinated admissions scheme or via the relevant local authority where the child resides.

Nursery - The number of Nursery places (AM/PM) available for September 2026 school year in both schools will be 52. Depending on the number of applications received, the school may be in a position to offer an all-day place (30 hours).

To be eligible for a nursery place for 2026/27 entry children must be born between 1 September 2022 and 31 August 2023. Applications are dealt directly by the school. There is no automatic transfer from nursery to a reception class in the school. A separate application must be made for a place in a reception class.

The school hold regular tours for prospective Nursery and Reception parents/carers by appointment.

Admissions Criteria/Oversubscription Criteria

If there are fewer applicants than there are places available for entry in September 2026, everyone who applies will be offered a place. If there are more applicants than there are places available the following criteria will be considered, in order, to determine who will be offered a place:

1. **Children who are or were previously looked after** - 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 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.

2. **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 or social needs of the child)

3. **Medical reasons relevant to parent(s**) - Parent(s) 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(s) and parent)

4. **Siblings** - Children with a brother or sister attending the school at the time of application. (See definition below of sibling)

5. **Children of staff in the school** – Children where their parent(s) have been employed by the school for at least two years at the date of application or where the member of staff has been recruited to a vacant post where there is demonstrable skills shortage.

6**. Distance from home to school** - Places are allocated to applicants who live closest to the school. This must be the address where parents and child normally live and they must be living there on the closing date for receipt of applications. (See definition below of distance)

Tie-breaker: If more applications are received in any one criterion than there are places available the tiebreaker of distance from home to school, measured in a straight line, will be applied.

Children with special educational needs who have a Statement or EHCP which names the Academy will be allocated a place at the Academy. This is a statutory entitlement under section 324 of the Education Act 1996.

Definitions

Distance – The home address is where a child normally lives. The distance is measured in a straight line from home to school, using a computerized mapping system based on Ordinance Survey data. The journey is measured in a straight light from the unique address point for the home address to the centre point for the school site. 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 responsibility, each for a part of a week, then parents will be asked to determine which residential address should be used for the purpose of admission to school. Where residence is split equally between parents, if no joint declaration 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 with be the address where the child spends the majority of the school week. Confirmation of address will be required.

Children who are or were previously looked after – (1) 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).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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 of Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code gives equal highest priority to ‘previously looked after children’. Given the definition of a looked after child, a child will 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 of the School Admissions Code, a child has to have been looked after immediately before they were adopted or became subject to a resident order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act did not come into force fully until December 2005, so it is not possible for a child to have been adopted under that Act prior to then.

Medical or social needs of the child - Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. The application must be supported by written evidence. The supporting evidence should set out the particular reasons why the academy is the most suitable school 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 academy. The academy can only consider entry under this criteria if the required documents have been produced.

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 academy. If the academy is not the school closest to the home of the child, the consultant must set out in detail the wholly exceptional circumstances for attending the academy and the difficulties if the child had to attend another school. In assessing these applications advice may be sought from Harrow’s Special Education Needs Service.

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will only be considered where there is involvement from a social worker. The application will need to be supported with a letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances that in their view require attendance at the academy and the difficulties if the child had to attend another school.

Parents can only make an application under this criteria (whether for medical or social need) to one school in Harrow.

Medical reasons relevant to parent(s) – Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. Applications will only be considered for the parent(s) with whom the child lives and 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 parent’s medical condition, the effects of this condition and why, in view of this, the child needs to attend the academy. If the academy is not the closest school to the home address, the consultant must set out in

detail the wholly exceptional circumstances for attending the academy and the difficulties if the child had to attend another school. In assessing these applications independent advice will be sought as appropriate (e.g. Harrow Association of Disabled People or Harrow's Mental Health Service).

Medical claims relevant to parent(s) will only be considered for one school and this should be named by the consultant. Parent(s) making a medical claim solely on the grounds of the young person's need to be accompanied on the journey to school will not be allowed.

Sibling - Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has an Education Health Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

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.

Deferred Entry to Reception Year - Children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age until one of three prescribed days following their fifth birthday (or on their fifth birthday, if it falls on a prescribed day). These prescribed days are 31 December, 31 March and 31 August. Parents who achieve a place for their child in Reception Year have a right to decide that they will defer the date that their child will start school until their child reaches compulsory school age, without losing the achieved place. However, parents of "summer born children" (i.e. children born on or between 1 April and 31 August) cannot defer the date that their child will start school beyond the first day of the final term of the school year without losing the place that has been achieved, which will then be allocated to another child. Parents of "summer born children" do, however, have the right to release the achieved place and delay their child's start date for one whole academic year, when they will either seek admission to Year 1 (which is subject to availability of a place) or make a request for admission outside normal age group to Reception Year (which is at the discretion of the Academy Trust).

Part-Time Attendance in Reception Year - Parents have a right to decide that their child will attend School part-time until they reach compulsory school age on one of the three prescribed dates set out above. In the case of "summer born children", this right can be exercised during the final term of the school year. The right can also be exercised at the same time as deferred entry. For example, a child born on 15 February will not reach compulsory school age until 31 March but is entitled to a full-time place in Reception Year

from the preceding September. The child's parents can decide that their child will not start school until 1 January and will attend part-time until 1 April, when they will attend full-time.

Admission of Children Outside their Normal Age Group - Parents have a right to ask for their child to be admitted to a school to a year group other than their child's year group, either above or below. It is, however, for the Trust Board to determine whether to agree or refuse the application.

In particular, parents of "summer born children" (i.e. those born on or between 1 April and 31 August) who want to delay their child starting school for one school year can ask for their child to be admitted to Reception Year rather than Year 1 at that time, one year below their normal age group.

The procedure for asking for admission of a child to a year group other than the child's normal year group is by letter to the School giving details of all relevant circumstances and attaching any relevant supporting evidence. The Academy Trust will consider the request and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the parent's views, the Headteacher's view, information about the child's academic, social and emotional development, the child's medical history and the view of their medical professionals (where relevant), whether the child has previously been education outside their normal age group, and whether they would have naturally fallen into a lower age group if they had not been born prematurely.

Parents should note that, where the Academy Trust refuses a request for admission to a year other than the child's normal age group, there is no statutory appeal against that decision as there is with the refusal of a place. Where a request is refused, the Academy Trust will write to the parents clearly setting out their reasons for doing so.

Where the Academy Trust agrees a request in principle, they will write to the parents confirming their agreement. A request for admission outside normal age group is not an application for admission, and parents will need to submit a separate application for admission in the usual way at the appropriate time. Where a request for admission to a different year group has been agreed in principle, the letter from the Academy Trust confirming this must be submitted with the application for admission.

Notification of places

In accordance with the co-ordinated admissions policy, the Local Authority will make the formal offer of a place to parents or carers on behalf of the Academy Trust of the School.

For nursery (and sixth form) places the school will make the formal offer.

Appeals procedure

Parents/Carers of children who fail to gain places may appeal to an independent appeals panel. All unsuccessful applicants will be advised of the process for appeal to the independent Appeals Panel which will be heard in accordance with the Appeals Code.

There will be no right of appeal against the refusal of admission of a nursery place.

Waiting Lists

Any child refused a place at either school will automatically be put on a waiting list (unless a higher preference school has been offered.) A waiting list will be maintained by the Local Authority until the end of the academic year after which it will be cleared.

The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

Parents/carers have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without a new application.

In-Year applications

All applications for places in schools should be made to the Local Authority via the application form which is accessible from their website. After contacting the school about the availability of places the authority will then write to the applicants with the result of their application.

Fair access protocol

As part of the co-ordinated admissions arrangements with Harrow Council the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement.