

## Guidelines – Please read these notes before completing the Secondary In Year Application Form 2024/25

### Introduction

In Year applications for the following schools in Brent must still be made to the Local Authority.

DfE Code	School Name	Address	SIF required	Type
304 5400	Claremont High School	Claremont Avenue, Kenton, Harrow HA3 0UH	No	Academy
304 6907	E-Act Crest Academy	Crest Road, Neasden, London NW2 7SN	No	Academy
304 6905	Harris Lowe Academy Willesden	Doyle Gardens, Willesden Green, London NW10 3ST	No	Academy
304 5407	Newman Catholic College	Harlesden Road, London NW10 3RN	Yes	Voluntary Aided (Academy from 01/11/2024)
304 5403	Queens Park Community School	Aylestone Avenue, London NW6 7BQ	No	Academy
304 5406	St Gregory's Catholic Science College	Donnington Road, Kenton, Harrow HA3 0NB	Yes	Academy
304 5404	St Claudine's Catholic School for Girls	Crownhill Road, London NW10 4EP	Yes	Academy

Some schools process their own In Year applications and you need to apply to them directly. Please see the list below.

DfE Code	School Name	Address	SIF required	Type
304 5405	Alperton Community School	Stanley Avenue, Wembley, Middlesex HA0 4JE	No	Academy
304 6906	Ark Academy	Bridge Road, Wembley HA9 9JP	No	Academy
304 4001	Ark Elvin Academy	Cecil Avenue, Wembley HA9 7DU	No	Academy
304 4033	JFS	The Mall, Kenton, Harrow HA3 9TE	Yes	Voluntary Aided
304 5402	Kingsbury High School	Princes Avenue, Kingsbury NW9 9JR	No	Academy
304 4000	Michaela Community School	North End Road, Wembley, HA9 0UU	No	Free School
304 4003	North Brent School	Neasden Lane, London, NW10 2UF	No	Free School
304 5410	Preston Manor School	Carlton Avenue East, Wembley HA9 8NA	No	Academy
304 4006	Wembley High Technology College	East Lane, North Wembley HA0 3NT	No	Academy

Most Brent secondary schools are very popular and oversubscribed. We cannot guarantee that you will secure a place at a school that you want. There is a process to decide which children get a place when there are more applications than places available. These arrangements must be fair and follow the requirements of the School Admissions Code.

Please note that faith schools will also require completion of a Supplementary Information Form (SIF). SIFs are available from the school or the school's website and must be returned directly to the school. If you wish to apply to a school or academy outside Brent, please contact the relevant authority for advice.

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 secondary school with a vacancy in the year group.

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

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

## How to complete this application form

To help us process your application as quickly as possible, please complete the application form clearly in BLOCK CAPITALS, answering all questions. Not completing the form in full will delay your application.

Any false or deliberately misleading information given on this form and/or any supporting information may make this application invalid and could lead to the offer of a place being withdrawn.

### 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 that 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. **Fair access protocol** - Brent Council operates an 'In Year Fair Access Protocol'. Under these arrangements children who do not have a school place are prioritised over children waiting to transfer between schools. Children who are taken off roll purely to secure another school place will not be prioritised under the protocol. A copy of this protocol is available on our website or upon request.

### Section 1: Child's details

The child's name entered must be their **legal name** as it is shown on their birth certificate. The child's home address must be the child's **permanent home address** and cannot be a business, child minder's or other family member's address. If you change your address after you send this application to us, you must inform us immediately. Do not send proof of address with your application. Brent Council will check internal council databases in order to verify your address. If we cannot verify your address, we will write to you to request proofs. Entering your council tax reference in this section will speed up the process for Brent residents. Brent Council and staff at the school offered reserve the right to check the information you give.

**If a place is found to have been offered on the basis of an incorrect address, the place may be withdrawn**

### Section 2: Looked after children and previously looked after children

If you are a foster carer looking after a child who is in care you must indicate this. You **must attach a letter** from the child's social worker confirming the child's status as a 'Looked After' child.

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) immediately after being looked after.

Looked After Children have priority and must be admitted to the school promptly. Local Authority also has the power to direct the admission authority for any maintained school in England to admit a child who is looked after by the local authority, even when the school is full.

### Section 3: Social/Medical

If the child has an **Education, Health and Care plan (EHCP)**, do not complete this form. Instead you should contact Brent Special Educational Needs Assessment Service (SENAS) on 020 8937 3229 or the SEN team of the borough maintaining your child's EHCP.

Please note that if your child has special educational needs but does not have a statement or EHCP, you must complete this form in the normal way.

Some schools give priority to children with significant social or medical needs. If you state a preference for a particular school because of the medical, social or special educational needs of your child, you must explain how this school alone can meet your child's special circumstances. Along with your application, you should submit independent professional evidence which sets out the particular reasons why that school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a report from a suitably qualified professional, such as a doctor. 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 that specific school.

NB: Not all schools have this criterion in their admissions arrangements. Decisions regarding whether children fall under this criterion are made by the Admissions Authority for the school. It is better to send information to support your application. The admissions authority can only consider information it receives. If you do not supply independent, professional evidence the Admissions Authority will not be able to prioritise your application under this rule.

You will also need to tick the box next to each school preference where you wish the social/medical criteria to be considered.

#### **Section 4: Current/Previous school**

To ensure that we have full details about your child's previous education, please provide the full name and address of their most recent or current (if wishing to transfer) school, including any schools outside of the UK.

#### **Section 5: Transfer requests between schools**

If your child currently attends a school, please give reasons for requesting a change of school, for example a house move, etc.

#### **Section 6: Permanent exclusions and managed moves**

If your child has ever been permanently excluded from a school or had a managed move, you must give full details.

#### **Section 7: School preference**

You can list up to six Brent schools which the council manages admissions for, in the order that you would prefer them. See the list on page 1 of this guide. All other applications must be made direct to schools.

The Department for Education (DfE) code should be completed for each school. This is so we can identify the correct school if the name is similar to another school. The code for the seven Brent schools can be found on page 1. Use the space provided if you wish to give reasons for your preference of school (this is optional). These can include religious, philosophical, specialist or other reasons.

If your child has a sibling attending the school that you wish to apply for, please give details in the section provided. 'Sibling' refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carers partner living in the same family unit at the same address. Siblings are not cousins or other relatives.

Whenever and wherever possible, children are offered a school from the schools listed on their application, however when there are more applications than there are places, each school must apply their oversubscription (admissions) criteria. These criteria list children in order of priority. The criteria for schools within Brent can be viewed on the website; [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions) or available upon request. For schools outside of Brent please contact the council in which the school is located. Contact information for neighbouring boroughs is listed on page four.

All Voluntary Aided (faith) schools require parents/carers to complete a Supplementary Information Form (SIF) to provide additional information, such as details of your priest/minister. All SIFs can be obtained either from the websites listed above or from the school in question. All SIFs must be submitted to the school directly.

#### **Section 8: Parent or carer's details**

Please enter details of the person with parental responsibility for the child. All correspondence will be sent to the parent/carer listed. Please note that when parents live separately, the application must be based on the address where the child normally lives. If both parents share custody, please advise us in writing (or email) and give both addresses. We will only discuss the application with the parent/carer who has applied, or with a secondary contact person where details have been provided.

#### **Section 9: Checklist**

Please check that you have completed the form, answered all the questions and provided any additional information you want us to consider before submitting your application.

#### **Section 10: Declaration and Signature of Parent/Carer**

You must sign and date the declaration before submitting your application.

### **'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 LLPG (Local Land Property Gazetteer) data. Those living nearer the school will have the higher priority. The measuring system is an integral part of the admission software produced by Servelec Synergy Ltd, uses Ordnance Survey maps and LLPG data and is accurate to 1 centimetre.

### **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's 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 where other applicants have been disadvantaged.

### **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 fourth 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 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.

If it is not possible to determine which residential address should be used through a joint declaration, then the address of the parent who is in receipt of child benefit will be used for the purpose of the application. 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. 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.

### **Social/Medical**

Applications made on Social/Medical grounds must be accompanied by compelling evidence at the time of application. Social/Medical 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/- Medical needs and evidence must be submitted to the school directly.

### **What you should expect after you have sent us your form**

Once we have received your paper application we will send you an acknowledgment. If you do not receive an acknowledgment within 20 working days please contact us using the details at the bottom of this page. Please ensure you note your application reference number as you will need to quote this number before we can discuss any details of your application over the telephone.

### **Offers**

Brent Council will write to you with the outcome of your application and will advise you if one of your preferred schools is able to offer a place. The offer letter will ask you to contact the school that we have offered to arrange a time to visit the school and organise a start date.

Offers will be made on a regular basis and we will contact you as soon as we are able to make an offer or write to you with the outcome of your application.

However if we offer you a school place (even when it was not one of your preferred schools) your application will not automatically be included on any waiting lists and you must request to remain on waiting lists by completing the change of circumstances form on the Brent website at [www.brent.gov.uk/changeapplicationdetails](http://www.brent.gov.uk/changeapplicationdetails) It is important that you let us know immediately if any details of your application have changed (e.g. your address).

Waiting list positions can move up and down and are not related to the date of application or how long the child has been on the list. Waiting lists are ranked in accordance with the school's oversubscription criteria.

Waiting lists for **Brent schools will be refreshed for the start of each academic year**. This will affect Brent schools for whom the local authority coordinates In Year applications. To ensure that your child remains on the waiting list and in consideration after the end of term you must make a separate 2025/26 In Year application online. In Year applications for 2025/26 will open on Monday 7 July 2025, visit [www.brent.gov.uk/inyearadmissions](http://www.brent.gov.uk/inyearadmissions) The local authority will not contact you again to remind you to reapply.

If none of the schools that you listed are able to offer a place and your child/children are out of school, we will try to offer you a place at the nearest school that has a vacancy. If the In Year Fair Access Protocol applies to you we will offer you a Choice Advice and Fair Access Interview to support you through the application process.

### **Appeals**

If you do not receive an offer of a place from a school which you have made an application you have the right of appeal.

You have the right to appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, please contact the school directly for their appeal form and guidance.

For further information about appeals please go to [www.brent.gov.uk/schoolappeals](http://www.brent.gov.uk/schoolappeals)

### **Brent Council Complaints procedure**

You can make your complaint online by going to [www.brent.gov.uk/complaints](http://www.brent.gov.uk/complaints) or by calling us on 020 8937 1234.

Complaints regarding schools need to be dealt with by the schools complaints procedure and must be addressed to the school directly.

### **Contact details of other local authorities**

Please contact these authorities directly if you wish to apply for a school place located in their local authority.

#### **Barnet**

Tel: 020 8359 7651 Web: [www.barnet.gov.uk/schooladmissions](http://www.barnet.gov.uk/schooladmissions)

#### **Camden**

Tel: 020 7974 1625 Email: [admissions@camden.gov.uk](mailto:admissions@camden.gov.uk) Web: [www.camden.gov.uk/admissions](http://www.camden.gov.uk/admissions)

#### **Ealing**

Tel: 020 8825 6339 Email: [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk) Web: [www.ealing.gov.uk/inyearadmissions](http://www.ealing.gov.uk/inyearadmissions)

#### **Harrow**

Tel: 020 8901 2607 Email: [schooladmissions@harrow.gov.uk](mailto:schooladmissions@harrow.gov.uk) Web: [www.harrow.gov.uk/schooladmissions](http://www.harrow.gov.uk/schooladmissions)

#### **Hammersmith and Fulham**

Tel: 020 8753 1085 Email: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk) Web: [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

#### **Kensington and Chelsea**

Tel: 020 7745 6432 or 020 7745 6433 Email: [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)  
Web: [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)

#### **Westminster**

Tel: 020 7745 6433 Email: [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk)  
Web: [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions)

[www.education.gov.uk](http://www.education.gov.uk) For other Local Authority address details