GENERAL INFORMATION ON SCHOOL ADMISSION APPEALS

1. WHAT DOES THE LAW SAY?

The School Standards & Framework Act 1998 gives parents the right to express a preference as to the school they would like their child to attend. The admission's authority must comply with this preference **unless** it would prejudice the provision of efficient education or the efficient use of resources. Parents may appeal against any decision of the admissions authority to an Appeals Panel**.** In Harrow we have Academy schools, Voluntary Aided schools, and Community schools. The admissions authority for Academy schools, Voluntary Aided schools is the governing body of the school and for community schools is the Local Authority.

2. WHY HAVE I NOT BEEN GIVEN A PLACE AT ANY OF MY PREFERRED SCHOOL(S)?

The outcome letter you have received gives the reasons why it has not been possible to offer a place at your preferred school(s). Where the Local Authority is unable to offer a place at one your preferred schools through the co-ordinated process it will offer you a place at the nearest school with a vacancy. The Local Authority considers the school where your child has been allocated a place a reasonable offer, in that it is able to accommodate your child without prejudicing the provision of efficient education or the efficient use of resources.

3. HOW CAN I APPEAL?

You should complete the Notice of Appeal form and return it by email to schooladmissions@harrow.gov.uk by the date specified,

You should give as much written detail as possible about why the school allocated is not a reasonable offer and your reasons for wanting a place at your preferred school. You should also submit any other documentation that you feel would be helpful to your case. Copies of all the papers provided will be sent to the Appeal Panel Members before the Appeal Hearing. You will also be sent a copy of all the papers circulated.

4. WHAT HAPPENS NEXT?

You will receive a letter from the Legal Department acknowledging your appeal and confirming the place, date and time of the appeal hearing. The letter will also give full details of the appeals procedure and will tell you how the members of the Appeal Panel are chosen. You will be invited to attend the appeal to put your case in person. If you wish, you may also be accompanied by a friend or have a representative present your case for you. If you cannot attend the appeal hearing, your case can be heard in your absence. he Appeal Panel will consider your written representations before coming to a decision.

5. SHOULD I BRING MY CHILD TO THE APPEAL HEARING?

You should **not** do this. The appeal is designed for the parent to put their case as it is the parent who has the right of appeal for the school of their preference on behalf of their child. There are no childcare facilities at the Civic Centre and children cannot be cared for in the committee room. Parents must make alternative arrangements for babies and children to be looked after.

6. WHAT HAPPENS IF I NEED AN INTERPRETER AT THE APPEAL?

You may have an interpreter at your appeal hearing. Please confirm on your appeal form which language is required.

7. WHEN WILL I KNOW THE RESULT OF MY APPEAL?

The Clerk to the Appeal Panel will write to you within 5 days to give you the decision of the Appeal Panel.

8. WHAT HAPPENS IF OTHER PARENTS ARE APPEALING FOR PLACES IN THE SAME YEAR

Where several parents are appealing for places in the same school, every effort is made to ensure that all these appeals are heard by the same Panel on the same day. Such appeals are known as multiple appeals. However, each case made by a parent is considered individually and the Appeal Panel's decision is made on the merits of that case.

9. CAN I APPEAL FOR MORE THAN ONE SCHOOL?

Yes, you can appeal for more than one school. You will need to complete a Notice of Appeal for each appeal. Appeals for more than one school are normally considered by different Appeal Panels.

10. WHAT CAN I DO IF I AM NOT SATISFIED WITH THE RESULT OF MY APPEAL?

The admission appeal procedures are designed to ensure that all parents have had a fair hearing. The decision of the Appeal Panel is binding on the Local Authority and there is no further right of appeal.

You may complain about maladministration on the part of an appeal panel to the Local Government Ombudsmen (LGO) in respect of maintained schools and you may complain to the Secretary of State in respect of appeal panels for Academy schools.

Further information about the Local Government Ombudsman

1. The Local Government Ombudsman can investigate complaints about maladministration on the part of an appeal panel for a maintained school. A complaint to an Ombudsman is not a further appeal. It must relate to the administration of an appeal rather than the appeal decision. Maladministration covers issues such as failure to follow correct procedures or failure to act independently and fairly. It does not cover the merits of decisions that only the panel has the authority to make. Therefore, generally, the Ombudsman cannot consider whether the appeal panel was correct to uphold or dismiss the appeal.
2. The Ombudsman is not able to overturn the appeal panel's decision but, where they find that there has been maladministration, they may make recommendations for a suitable remedy. For example, they may recommend that an appeal is reheard by a different panel and with a different clerk.

For further information about the LGO please visit www.lgo.org.uk or you can call the **LGO Advice Team on 0300 061 0614** or 0845 602 1983 and make your complaint over the telephone or write to:

The Local Government Ombudsman
PO Box 4771
Coventry
CV4 0EH

Complaints about appeal panels for Academy schools

Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academy schools on behalf of the Secretary of State. At the date of publication this is the Education Funding Agency.

Appellants considering making a complaint can use the Education Funding Agency website https://www.gov.uk/academy-admissions#academy-admission-appeals-complaints or write to:

Education Funding Agency
33 Greycoat Street
London
SW1P 2QF

The Secretary of State cannot review or overturn an appeal decision relating to a maintained school. An appeal panel's decision can only be overturned by the courts where the appellant or admission authority is successful in applying for a judicial review of that decision.

However, under Sections 496, 497 and 497A of the Education Act 1996, and under an Academy's funding agreement, the Secretary of State may consider whether:
a) the panel was correctly constituted by the admission authority; and
b) the admission authority has acted reasonably in exercising functions in respect of the appeals process or failed to discharge a duty in relation to that process.

11. CAN I HAVE A SECOND APPEAL?

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission. The Local Government Ombudsman; or the Admission Authority may arrange a second appeal if there were faults in the administration or procedure of an appeal that may have affected the outcome.

12. CAN MY CHILD GO ON THE WAITING LIST?

On receipt of your request for appeal papers, your child's name is automatically put on the waiting list for the school(s) for which you are appealing.

You may also request that your child's name is put on the waiting list for any school in the borough. All you need to do is to email schooladmissions@harrow.gov.uk quoting your child's application reference number. You will also need to give name(s) of the school or school(s) you are interested in so we can add your child's name to the appropriate waiting lists.

13. INDEPENDENT ADVICE

You may find it helpful to contact the Coram Children's Legal Centre (www.childrenslegalcentre.com) who can provide free legal advice and information to parents on education matters

ADMISSION ARRANGEMENTS FOR HARROW PRIMARY SCHOOLS – SEPTEMBER 2026

The Council co-ordinates primary school places to applicants in the following way:

(a) If the number applying for a particular school is less than (or equal to) the published admissions number, all will be offered a place.

(b) If the number applying is greater than the published admissions number, places will be allocated by giving priority to children in the following order, up to the published admissions number.

The published admission number (PAN) for Harrow Schools are:

School Name	School type	Published Admissions Number
Avanti House Primary School	Academy	60
Aylward Primary School	Academy	90
Belmont Primary School	Community	90
Camrose Primary School and Nursery	Community	60
Cannon Lane Primary School	Community	90
Cedars Manor School	Community	60
Earlsmead Primary School	Academy	60
Elmgrove Primary and Nursery School	Community	120
Glebe Primary School	Community	90
Grange Primary School	Community	60
Grimsdyke School	Community	90
Heathland School	Academy	90
Hujjat Primary School	Academy	60
Kenmore Park Infant and Nursery School	Community	90
Krishna Avanti Primary School	Academy	60
Longfield Primary School	Community	90
Marlborough Primary School	Community	90
Newton Farm Nursery, Infant and Junior School	Community	60
Norbury School	Community	90
Pinner Park Primary School	Community	120
Pinner Wood School	Community	90
Priestmead Primary School	Academy	120
Roxbourne Primary School	Community	60
Roxeth Primary School	Community	60
Stag Lane Primary School	Community	120
Stanburn Primary School	Community	90
The Welldon Park Academy	Academy	60
Vaughan Primary School	Community	90
Weald Rise Primary School	Community	60
West Lodge Primary School	Community	90
Whitchurch Primary School	Community	120
Whitefriars School	Academy	90

All applications are considered whatever order you have ranked them in. If schools receive more applications than they have places available, the admission rules (see below) are applied to see who can be offered. Places are allocated to those who best meet the oversubscription criteria.

Once it has been determined which children can be offered places at each of the schools, Harrow co-ordinates all the offers to make sure that each applicant receives only one offer. We do this by looking at the way you ranked schools, as follows:

- If your child meets the oversubscription criteria for more than one of the schools you have asked for, we will look at the rankings you gave the schools and offer you a place at your highest-ranked school.

- If your child meets the oversubscription criteria for only one of the schools on your list, we will offer you a place there.

A full explanation of admission arrangements is available to view on our website at www.harrow.gov.uk/schooladmissions, you can also refer to the Primary School Guide 2026 – 2027 (harrow.gov.uk) also on our website for further information.

For information on how places were allocated please see Primary school allocations – Apply for a primary school place – Harrow Council

LATE APPLICATIONS:
Forms received after the closing date will be dealt with only after those received by the closing date have been processed. Places will be offered at any school where vacancies remain using the admission authorities admissions criteria.

ADMISSION TO PRIMARY SCHOOL AT TIMES OTHER THAN THE MAIN ALLOCATION

A place will be offered at the preferred school if a vacancy exists in the appropriate year group. If it is not possible to meet parents' preference because the school is full in that year group, a place will be offered at the nearest primary school with a vacancy. 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.

A full explanation of admission arrangements is available on the Harrow Council Website. Refer to the Primary School Guide 2026 – 2027 (harrowgov.uk) on our website www.harrow.gov.uk/schooladmissions.

GENERAL APPEAL STATEMENT FOR A HARROW PRIMARY SCHOOL

Reasons it has not been possible to offer a place at your preferred school

All schools have a published admissions number, which is the number of pupils of one age group that can be admitted in any one year. When the number of admissions reaches the published number, the year group is full.

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher.

The Local Authority as the admission authority for the community school considered your application and at the time of allocation has refused to admit your child on the grounds that the admission of an additional child would breach the infant class size limit and there are no measures it could take to avoid this without prejudicing the provision of efficient education or efficient use of resources.

To admit an extra child when the year group is full would mean less teacher time and less teacher attention for each child and this would prejudice the provision of efficient education. The National Curriculum places a requirement on teachers to deliver a broad and balanced curriculum to each child. In addition the National Curriculum demands that practical work is undertaken in small groups. Oversubscription in a year group affects a teacher's ability to respond to the needs of each and every child, to provide small group work and to ensure that each child has the support and help needed to assist their learning. These factors affect the quality of education for all children in a year group which is oversubscribed.

In a year group which has more children than the published admissions number, resources will be spread more thinly and this will prejudice the efficient use of resources. Each child will have less access to the resources and equipment in the school and will therefore be disadvantaged by being in an overfull year group. The admission of one extra child will mean that there is less space and working area for each child within the year group which makes it difficult to provide an active learning environment. In addition, larger year groups bring hazards because rooms are more crowded and accidents can occur more easily. The school you have been allocated can accommodate your child without going over the published admissions number.

The Local Authority must show that the decision that has been taken is not unreasonable. An unreasonable decision is one that, given the same available information, no other Local Authority would have reached. The decision the school has taken in this case is a reasonable one, having reached the Admissions Number of pupils, and having the teaching staff, funding and capacity only to deal with this number of children.

APPEAL FORM FOR A HARROW PRIMARY SCHOOL

Please complete this form if you wish to appeal for a place for your child at a school at which the Local Authority is unable to offer you a place.

This form is for the following schools:

Avanti House Primary School Aylward Primary School Belmont Primary School Camrose Primary School and Nursery Cannon Lane Primary School Cedars Manor School Earlsmead Primary School Elmgrove Primary and Nursery School Glebe Primary School Grange Primary School Grimsdyke School Heathland School Hujjat Primary School Kenmore Park Infant and Nursery School Krishna-Avanti Primary School Longfield Primary School	Marlborough Primary School Newton Farm Nursery, Infant and Junior School Norbury School Pinner Park Primary School Pinner Wood School Priestmead Primary School Roxbourne Primary School Roxeth Primary School Stag Lane Primary School Stanburn Primary School The Welldon Park Academy Vaughan Primary School Weald Rise Primary School West Lodge Primary School Whitchurch Primary School Whitefriars School

Your appeal will be heard by an Appeals Panel who are totally independent of the admission authority and have had no involvement with any decision made to date about your child.

PLEASE PRINT CLEARLY IN BLACK INK AND COMPLETE ALL SECTIONS

Child's first name:			
Child's surname:			
Child's date of birth: (DD/MM/YYYY)		**Gender:** Male / Female	
Home address:			
Name of Parent/Carer: (Mr/Mrs/Miss/Ms)			
Telephone number:	Daytime	Evening	Mobile
Email address:			
School offered:			
School appealing for: *(please note you can only appeal for one school per form)*			

The Notice of Appeal forms an important part of your case and you should give as much written detail as possible about your reasons why the school allocated is not acceptable and also your reasons for wanting a place at your preferred school. You may continue your case on another sheet of paper and should attach any other information you wish to be considered as part of your case with this notice.

You should return the completed Notice of Appeal and any other supporting documentation by email to schooladmissions@harrow.gov.uk.

By

Thursday 15th May 2026

FAILURE TO RETURN THIS FORM MAY DELAY THE APPEAL HEARING

NOTICE OF APPEAL (PLEASE COMPLETE THIS FORM IN BLACK INK)

When considering appeals the Admissions Independent Appeal Panel will consider the case in two parts:

a) **First Stage: establishing the facts**, at which the panel considers:
i) whether the admission of an additional child/additional children would breach the infant class size limit;
ii) whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
iii) whether the admission arrangements were correctly and impartially applied in the case(s) in question; and
iv) whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.

The panel **may** only uphold the appeal at the first stage where:
a) it finds that the admission of additional children would not breach the infant class size limit; or
b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In multiple appeals where a number of children would have been offered a place under paragraph above, and to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel **must** proceed to the second stage.

The panel **must** dismiss the appeal at the first stage where:
a) it finds that the admission arrangements did comply with admissions law and were correctly and impartially applied; or
b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied but that, if they had complied and had been correctly and impartially applied, the child would not have been offered a place;
and it finds that the decision to refuse admission was one which a reasonable admission authority could have made.

Please use the space on the next page to set out the details of your appeal. Use extra sheets of paper if you need to. Please try and include all of your reasons for appealing to this particular school and try to relate your case to points detailed above. Please attach or include any documents that you wish the panel to consider that support your case.

Admission arrangements failed to comply with the legislation and statutory code Please give details:
Admission arrangements were not correctly applied Please give details:
Admission of additional child does not prejudice the efficient education or use of resources Please give details:
My child's case for admission to the school outweighs any prejudice caused to the school Please give details:
Other grounds Please give details:

b) **Second Stage:** The panel must compare each appellant's case for their child to be admitted and decide which of them, if any, to uphold. Where the school could admit a certain number of children without breaching the infant class size limit (or without needing to take measures to avoid breaching it that would prejudice the provision of efficient education or efficient use of resources) the panel must uphold the appeals of at least that number of children.

	Please tick			
1. Will you be attending the appeal hearing in person?	YES	☐	NO	☐
2. Do you intend to have another person accompany you/ represent you or attend as a witness?	YES	☐	NO	☐
3. Do you require a translator? If yes please confirm which language is required……	YES	☐	NO	☐

If you have answered YES to question 2 or 3, please give name and address (email/telephone number) of representative or own translator (Please print in BLOCK capitals)

Name of representative, witness or translator	
Address	
Telephone	
email address	

If these arrangements change please notify us as soon as possible.

TO BE COMPLETED BY PARENT/CARER Please print in BLOCK capitals

NAME OF
PARENT/CARER*: ……..….
Mr / Mrs / Ms / Miss*

SIGNED: .....Parent / Carer * DATE: .....……..…

(* Please delete as applicable)

FOR OFFICE USE ONLY

APPEAL REFERENCE: ..... N.C. YEAR GROUP: .....**R5**.…....

FULL NAME OF PUPIL: .....

SCHOOL APPEALED FOR: .....

ATTENDING (if applicable): .....

SCHOOL OFFERED BY AUTHORITY: .....

DATE OF HEARING: ..... TIME OF APPOINTMENT: ....…….....

PLACE: Civic Centre .....

Harrow Council, School Admissions Service
Tel: 020 8901 2697 email: schooladmissions@harrow.gov.uk web: www.harrow.gov.uk