

**For General Release**

<b>REPORT TO:</b>	<b>Cabinet 11 February 2013</b>
<b>AGENDA ITEM:</b>	<b>11</b>
<b>SUBJECT:</b>	<b>School Admissions Criteria Update</b>
<b>LEAD OFFICER:</b>	Paul Greenhalgh, Executive Director
<b>CABINET MEMBER:</b>	<b>Councillor Tim Pollard, Deputy Leader (Communication) and Cabinet Member for Children, Families and Learning</b>
<b>WARDS:</b>	All
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> Achieving better outcomes for children and young people.	
<b>FINANCIAL IMPACT</b> There is no direct financial impact that arises from this paper.	
<b>FORWARD PLAN KEY DECISION REFERENCE NO.:</b> <b>This is not a key decision</b> The admissions arrangements form part of the Council's Policy Framework to be agreed by the full Council.	

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below

**1. RECOMMENDATIONS**

- 1.1 That Cabinet recommends that the Council agrees the admissions arrangements for Croydon Community schools with effect from the 2014 admissions round, attached as Appendix 1 to this report.
- 1.2 That Cabinet recommends that Council continues to endorse the arrangements for Pan London co-ordination for entry in 2014, attached as Appendix 2 to this report.

## **2. EXECUTIVE SUMMARY**

- 2.1 In February 2012, Cabinet approved a set of admissions arrangements for allocating school places for September 2013, including the retention of the co-ordination of in-year applications along with other London Authorities. The allocation of school places is an extremely high priority for every parent with a school aged child and therefore fairness and transparency by which school places are allocated remains critical to the Council's ability to deliver high quality services. This is particularly important when considering the continued increase in demand for places, including the increase in in-year admissions. On this basis, this paper proposes that the Cabinet agrees the continued use of the current criteria for 2014 admissions into community schools.

## **3. DETAIL OF YOUR REPORT**

- 3.1 Appendix 1 of this paper sets out the Admissions Criteria proposed for Croydon for the 2014 education year. For the avoidance of doubt, there are no proposed changes from the criteria agreed by Cabinet in February 2012 for the 2013 education year.
- 3.2 Croydon, along with 31 other London boroughs, participate in co-ordinated school admission schemes to ensure that each child for whom an on-line application was submitted, receives a single offer of a school place on the same date. Appendix 2 sets out this agreement, with the relevant updated dates for admissions in 2014.

## **4. CONSULTATION**

- 4.1 As there are no proposed changes to the current Admissions criteria, no associated consultation programme is required. Officers will continue to work with Head Teachers through the Admissions Forum and Locality Meetings.

## **5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

- 5.1 There are no direct financial consequences to this report.

### **2 The effect of the decision**

The continued application of 2012/13 Admissions Criteria for the 2014/15 education year.

### **3 Risks**

There are no direct financial risks arising from the recommendations in this report.

### **4 Options**

None.

### **5 Future savings/efficiencies**

There are no implications for future savings or efficiencies

**Approved by Lisa Taylor – Head of Finance, Children, Families and Learning**

## **6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 6.1 The Solicitor to the Council comments that the Schools Admissions Code, issued under section 84 of the School Standards and Framework Act 1998 imposes mandatory requirements and guidelines setting out how the local authority is to discharge its functions as an admission authority.
- 6.2 In drawing up admissions arrangements, admission authorities must ensure that the practices and criteria used to decide the allocation of school places are fair, clear and objective. The Code further states that parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.
- 6.3 Admission arrangements must be set annually, but if no changes are made to admission arrangements they must be consulted on at least every 7 years. Once all arrangements have been set they can be objected to and referred to the Schools Adjudicator.

**Approved by: J Harris-Baker, head of Education and Social Care Law, on behalf of the Council Solicitor & Director of Democratic & Legal Services)**

## **7. HUMAN RESOURCES IMPACT**

- 7.1 There are no HR implications in this report.

**Approved by: Atia Williams on behalf of the Director of Workforce and Community Relations**

## **8. EQUALITIES IMPACT**

- 8.1 The School Admissions Code underpins the Government's aim to create a system where all parents feel they have the same opportunity to apply for the schools they want for their child. In support of this, the criteria for admission to Community schools are clear and simple. Local Authorities are now required to report annually (by June) to the Office of the Schools Adjudicator on the impact of the criteria used by the Admissions Authorities (including Foundation and Voluntary Aided schools) on the pattern of admissions across maintained schools proposing action if required. Croydon's 2012 submission acknowledged the positive benefit of the authority's £35million capital investment programme to increase the local school provision available for children with disabilities/special educational needs.

**9. ENVIRONMENTAL IMPACT**

There are no known environmental or design impacts arising from this report.

**10. CRIME AND DISORDER REDUCTION IMPACT**

There are no crime and disorder impacts arising from this report.

**11. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

This report maintains the authority's previous admission criteria.

**12. OPTIONS CONSIDERED AND REJECTED**

Not appropriate.

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**CONTACT OFFICER:** Pip Hesketh, Head of School Places and Admissions, [020 8604 7156](tel:02086047156)

**BACKGROUND PAPERS - LOCAL GOVERNMENT ACT 1972:** none

## Appendix one

### PROPOSED ADMISSION ARRANGEMENTS FOR ENTRY IN 2014/2015 COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

The Local Authority is the admissions authority for community and voluntary controlled primary schools in Croydon. The voluntary controlled schools are Parish Church C. E. Infant and Junior Schools, All Saints Junior School and St Mark's C.E. Primary School. The denominational admissions criteria for these schools are determined by the School Governors but the other general admissions arrangements are as outlined in this document. This document sets out the admission arrangements for community Primary schools in Croydon for entry in 2014/2015.

Please note that some of Croydon schools have become academies and trust schools; therefore you are advised to check the category of the schools that you wish to apply to.

#### ADMISSION CRITERIA

If the number of applications for a school is higher than the number of places available, the allocations will be made in the following order:

1. Looked after Children (see Note 1)
2. Siblings: Children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil. (see Note 2)
3. Medical: Pupils with serious medical reasons for needing to attend the particular school. For Primary age pupils, a serious medical condition of a parent which would prevent them taking their child to school will also be relevant. (see Note 3)
4. Distance: Priority will be given to pupils living nearest to the school as measured in a straight line. (see Note 4 and Note 5) Distance will be used as a tiebreaker for each over-subscription criterion. Where distance is the same for pupils; the Authority will use random allocation. The Local Authority will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

#### Note 1

Looked after children are defined as children in public care at the date on which the application is made and 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 residence order or special guardianship order, immediately after being looked after. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department and/or relevant documents.

#### Note 2

A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.

#### Note 3

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original applications has been made. Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the Authority's Medical Advisor. The Application must be supported by a letter from a hospital consultant and/or the Family's GP.

#### Note 4

“Home” is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority should be notified of changes of address immediately. Failure to do so, could result in the child being denied a place at a preferred school.

#### Note 5

Distance will be measured in a straight line from the centre of the pupils main home to the designated main entrance, nominated by the school using the Local Authority’s computerised measuring system with those living closer to the school receiving higher priority. For shared properties eg. Flats, the centre will be taken from the centre of the building.

#### Note 6

Child minding factors cannot be taken into account when allocating places at oversubscribed community schools or voluntary controlled schools. Parents of children attending the nursery class at an infant or primary school must still apply in the usual way. These children are not guaranteed a reception class place at the school.

#### Twins/triplets or other multiple births

Where a parent applies for entry into the same year group for more than one child, all children will be admitted, except for twins and children from multiple births when one of the siblings is the 30th child admitted and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be accorded sibling priority on the waiting list i.e. the school the successful child has been accepted at.

#### **Waiting Lists**

Waiting lists will be maintained for one academic year for over-subscribed schools. A child’s position on the waiting list will be determined in accordance with the admissions criteria and will not take account of the date on which the application was made. A child’s position on a waiting list can go down as well as up, for example if a child on the waiting list moves nearer the school.

#### **Transfer from Infant to Junior School**

Priority in the allocation of Year 3 places for children transferring from infant to junior school will be given to those children in attendance at the attached infant school. In the event that the number of applications from children in the attached infant school should exceed the number of places available in the junior school, decisions on the allocation of places will be made in accordance with the criteria listed above. Please note that the process for Junior School admissions is set out in Croydon’s PAN London Primary Co-ordinated Admission Scheme.

#### **In Year Admissions**

Please see the separate document setting out how the Local Authority will participate in the pan-London protocol for the co-ordination of in year admissions

## **Appendix Two**

### **Planned Admission Numbers**

Please note that the Planned Admission Number (PAN) for 2014 does include additional places provided through permanent expansion and available for admission in September 2014. It does not include additional places created by Bulge classes.

### **Community Schools**

Applegarth Infants 60  
Applegarth Juniors 60  
Beaumont Primary 30  
Benson Primary 60\*  
Beulah Infants 90  
Beulah Juniors 90  
Broadmead Primary 90  
Castle Hill Primary 60  
Chipstead Valley Primary 60  
Courtwood Primary 30  
Cypress Primary 90  
Davidson Primary 60  
Downsview Primary 90  
Elmwood Infants 120  
Elmwood Juniors 120  
Fairchildes Primary 60  
Forestdale Primary 60  
Gilbert Scott Primary 30  
Greenvale Primary 30  
Gresham Primary 30  
Hayes Primary 60  
Heavers Farm Primary 90  
Howard Primary 60  
Kenley Primary 30  
Kensington Avenue Primary 90  
Keston Primary 60  
Kingsley Primary 120  
Monks Orchard Primary 90  
Norbury Manor Primary 90  
Orchard Way Primary 30  
Park Hill Infants Primary 90  
Purley Oaks Primary 90  
Ridgeway Primary 90  
Rockmount Primary 60  
Roke Primary 60  
Rowdown Primary 60  
Ryelands Primary 60  
St. Peter's Primary 60  
Smitham Primary 60  
South Norwood Primary 60  
Spring Park Primary 90  
Wattenden Primary 30  
Winterbourne Infants 150  
Winterbourne Junior Boys 60  
Winterbourne Junior Girls 90  
Wolsey Infants 90  
Wolsey Juniors 90  
Woodcote Primary 90  
Woodside Primary 120

### **Voluntary Controlled Primary Schools**

All Saints CE J 56 + 4\*\*  
Parish Church CE I 120  
Parish Church CE J 120  
St. Mark's CE P 30  
(\*\* places granted by Foundation Governors)



# **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

## **Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in Maintained Schools and Academies in 2014/15**

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(Agreed by LIAAG 21.11.12)

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2014/15

#### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs

“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school to which an applicant/parent/carer has applied
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For secondary schools: 1st March in the year following the relevant determination year except that , in any year in which that day is not a working day, the prescribed day shall be the next working day. For primary schools: A date determined annually by the Board.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template Scheme for Co-ordination of Admissions to Year 7 in 2014/15

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

#### **Applications**

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
4. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with *paragraph 2.4 of the School Admissions Code 2012*.
5. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with *paragraph 2.3 of the School Admissions Code 2012*.
7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA. [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with *paragraph 1.9 of the School Admissions Code 2012*. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
9. This LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **13 December 2013**.
10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2013**.
11. This LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2013**.

### **Processing**

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2012**. However, this LA will publish information which encourages applicants to submit their application by **25 October 2013 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's

scheme, will be up-loaded to the PLR by **14 November 2013**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. [This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
15. \*This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 December 2013**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **13 December 2013**, on the basis that an on-time application already exists within the Pan-London system.
19. This LA will participate in the application data checking exercise scheduled between **16 December 2013 and 2 January 2014** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **3 February 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **14 February 2014** if this is sooner.
24. This LA will not make an additional offer between the end of the iterative process and 3 March 2014 which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. This LA will participate in the offer data checking exercise scheduled between **17 and 26 February 2014** in the Pan-London timetable in Schedule 3A.
27. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2014**. (33 London LAs & Surrey only).

## **Offers**

28. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place.[The LA should state here how it will determine the school to be offered].
29. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. This LA's outcome letter will include the information set out in Schedule 2.
31. On **3 March 2014**, this LA will send by first class post notification of the outcome to resident applicants.
32. \*This LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2014.

## Post Offer

33. This LA will request that resident applicants accept or decline the offer of a place by **16 March 2014**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **16 March 2014**, this LA will forward the information to the maintaining LA by **23 March 2014**. Where such information is received from applicants after **16 March**, this LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
36. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
37. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
39. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
40. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
43. [This LA will determine and state here how waiting lists will operate].



## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template LA Scheme for Co-ordination of Admissions to Reception in 2014/15

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

#### **Applications**

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with *paragraph 2.4 of the School Admissions Code 2012*.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also

listed the school on their home LA's Common Application Form, in accordance with *paragraph 2.3 of the School Admissions Code 2012*.

6. \*Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA . [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with *paragraph 1.9 of the School Admissions Code 2012*. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **14 February 2014**.
9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2014**.
10. This LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2014**.

### **Processing**

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15 January 2014**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **3 February 2014**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. [This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]

14. \*This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **14 February 2014**.
17. \*Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **14 February 2014**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **17 and 24 February 2014** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **17 March 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **21 March 2014** if this is sooner.

23. This LA will not make an additional offer between the end of the iterative process and the 16 April 2014 which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **24 March and 10 April 2014** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2014**. (33 London LAs & Surrey only).

### **Offers**

27. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place.[The LA should state here how it will determine the school to be offered].
28. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. This LA's outcome letter will include the information set out in Schedule 2.
30. This LA will, on **16 April 2014**, send by first class post notification of the outcome to resident applicants.
31. \*This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2014.

### **Post Offer**

32. This LA will request that resident applicants accept or decline the offer of a place by **30 April 2014**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **30 April 2014**, this LA will forward the information to the maintaining LA by **14 May 2014**. Where such information is received from applicants after **30 April**, this LA will pass it to the maintaining LA as it is received.

34. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
35. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. [This LA will determine and state here how waiting lists will operate].

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to  
Year 7 and Reception in 2014/15**

**Child's details:**

Surname  
Forename(s)  
Middle name(s)  
Date of Birth  
Gender  
Home address  
Name of current school  
Address of current school (if outside home LA)

**Parent's details:**

Title  
Surname  
Forename  
Address (if different to child's address)  
Telephone Number (Home, Daytime, Mobile)  
Email address  
Relationship to child

**Preference details (x 6 recommended):**

Name of school  
Address of school  
Preference ranking  
Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)  
Does the child have a statement of SEN? Y/N\*  
Is the child a 'Child Looked After(CLA)'? Y/N  
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or  
'Special Guardianship Order'? Y/N  
If yes, name of responsible local authority  
Surname of sibling  
Forename of sibling  
DOB of sibling  
Gender of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

\* Where an LA decides not to request this information on the CAF, it must guarantee that no statemented pupil details will be sent via the PLR.

**SCHEDULE 2**  
**Template Outcome Letter for Admissions to Year 7 and Reception**  
**in 2014/15**

From: Home LA

Date: **3 March 2014 (sec)**  
**16 April 2014 (prim)**

Dear Parent,

Application for a Secondary / Primary School

*I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of 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, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **16 March 2014 (sec)** / **30 April 2014 (prim)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters should include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

**Timetable for Admissions to Year 7 in 2014/15**

<b>Fri 25 Oct 2013</b>	Published closing date (Friday before half-term)
<b>Thurs 31 Oct 2013</b>	Statutory deadline for receipt of applications
<b>Thurs 14 Nov 2013</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 13 Dec 2013</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 16 Dec 2013 – Thurs 2 Jan 2014</b>	Checking of application data
<b>Mon 3 Feb 2014</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Fri 14 Feb 2014</b>	Final ALT file to PLR
<b>Mon 17 - Wed 26 Feb 2014</b>	Checking of offer data
<b>Thurs 27 Feb 2014</b>	Deadline for on-line ALT file to portal
<b>Mon 3 Mar 2014</b>	Offer letters posted.
<b>Mon 16 Mar 2014</b>	Deadline for return of acceptances
<b>Mon 23 Mar 2014</b>	Deadline for transfer of acceptances to maintaining LAs



**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

**Timetable for Admissions to Reception in 2014/15**

<b>Wed 15 Jan 2014</b>	Statutory deadline for receipt of applications
<b>Mon 3 Feb 2014</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 14 Feb 2014</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 17 – Mon 24 Feb 2014</b>	Checking of application data
<b>Mon 17 Mar 2014</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 21 Mar 2014</b>	Final ALT file to PLR
<b>Mon 24 Mar-Thur 10 Apr 2014</b>	Checking of offer data
<b>Fri 11 Apr 2014</b>	Deadline for on-line ALT file to portal
<b>Wed 16 April 2014</b>	Offer letters posted.
<b>Wed 30 April 2014</b>	Deadline for receipt of acceptances
<b>Wed 14 May 2014</b>	Deadline for transfer of acceptances to maintaining LAs