

For General Release

REPORT TO:	CABINET 10 FEBRUARY 2014
AGENDA ITEM:	7
SUBJECT:	School Admissions Criteria Update
LEAD OFFICER:	Paul Greenhalgh, Executive Director
CABINET MEMBER:	Councillor Tim Pollard, Deputy Leader (Communications) Cabinet Member for Children Families and Learning
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT: Achieving better outcomes for children and young people.	
FINANCIAL IMPACT There are potential cost savings of approx. £13K per annum due to a greater use of on line applications.	
FORWARD PLAN KEY DECISION REFERENCE NO.: This is not a key decision 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

That Cabinet recommends that the Council:

- 1.1 agree the admissions criteria 2015/16 in appendix 1.
- 1.2 agrees to continue to endorse the arrangements for Pan London co-ordination for entry in 2015, as detailed in appendix 2 which are the same as those for 2013/14 and 2014/15 education years.
- 1.3 agrees to further strengthen our processes to make on-line application the norm for the vast majority of applicants.
- 1.4 agrees to strengthen the wording on two specific issues that relate to the use of false addresses and application under medical criteria.

2. EXECUTIVE SUMMARY

- 2.1 Local authorities are required to publish annually the admissions criteria for community schools, for which local authorities are the admissions authority. In February 2013, Cabinet approved a set of admissions arrangements for allocating school places for September 2014, 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 2015 admissions into community schools.
- 2.2 Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both the primary and secondary applications for several years. This arrangement allows all boroughs to exchange data and facilitate choice for parents by offering places across borough boundaries within the same parameters and timetable. Participation in this co-ordinated exchange requires each borough to agree identical arrangements and these are provided in Appendix 2.
- 2.3 This paper recommends that there are two areas - false addresses and medical needs - where the wording which describes the arrangements should be made clearer, and one area where a change to the format for application forms is considered appropriate.
- 2.4 The paper also recommends strengthening our processes to secure a greater use of on-line admissions; and makes a recommendation relating to the 'relevant geographical area' for formal consultations by admissions authorities in Croydon.

3. Proposed admissions criteria for 2015

- 3.1 Appendix 1 of this paper sets out the Admissions Criteria proposed for Croydon for the 2015 education year. No substantive changes are proposed from the arrangements agreed by Cabinet in February 2013 for the 2014 education year, with the exception of clarifications of wording in relation to false addresses and medical needs, and these minor clarifications do not justify the need for consultation. Appendix 1 of this report reflects the changes to calendar dates issued to all Local Authorities for 2015 via LIAAG (London Inter Admissions Authority Group).
- 3.3 **The use of false addresses:** Recent dialogue with other Councils suggests that it is prudent to strengthen the wording on use of false addresses to include the use of temporary addresses to gain a place and that place should be withdrawn if they would not have been gained from the permanent home address. Proposed strengthening of the wording is included in Appendix 1.

- 3.4 Many Local Authorities use a similar policy (see the wording used by Camden Council at Appendix 2) and it was recently highlighted in the media that Croydon was one of the Local Authorities that does not follow this policy. Concern has also been expressed by London Authorities about the form of address-checking in some Local Authorities using the Pan London Register, where this may not be as rigorous as in some areas.
- 3.5 It would be good practice to strengthen the explanation of how addresses will be verified and to clarify that places offered on the basis of false addresses or the use of a temporary address where it is believed that the address is being used to gain a school place will be withdrawn if it would not have been gained from the permanent address. This would include changes of address following completion of the form and offer of school places – such as families moving back to a previous address, which would trigger further investigation. Although the place obtained by a false address would be withdrawn, another school place would have to be offered, albeit one at a school with places remaining as these cases often only come to light after offer date (i.e. 16 April for primary and infant schools).
- 3.6 **Medical Criteria:** the experience of the Admissions Service points to a need for greater clarity in the process for applying for prioritisation for a school place under medical criteria. It has become apparent that some parents have not fully understood the instances in which the Council can give priority in school places where children (or their parents or carers) have significant medical grounds which cause them to need a particular school above others. An example of this is where a child has walking difficulties and a place at a school which is some distance away would cause detriment to them. Another example is where a parent themselves has mobility issues. The proposed new wording makes it clear that applications made on this basis require documentary evidence to support the application. A proposed strengthening of this wording is included in **Appendix 1**.
- 3.7 Because arrangements themselves would not change, there is no legal requirement for the Authority to consult. However, the change to culture that using a predominantly on-line system represents would merit active engagement with stakeholders to ensure no limitations are felt.

4. Strengthening the use of on-line applications

- 4.1 In addition to the proposed strengthening of wording, it is also proposed that the Council switches its application process to increase the use of on-line applications, with due arrangements to provide the application form in alternative formats for people with accessibility requirements would still be in place.
- 4.2 The online application process allows parents to receive the name of the school offered on national offer date for both secondary and primary schools, as well as issuing receipts automatically and reducing the amount of scanned and manual inputting and possible errors. It is in parents' interest that they apply online, yet the provision of paper forms encourages them to use of less secure format.

- 4.3 It is therefore proposed that, in line with many Local Authorities across the country, Croydon Council should encourage greater use of online applications by making the prospectus and application process available online principally, by issuing paper versions only to libraries and children's centres, and to individual parents only upon request. Many local authorities have made this change by issuing a leaflet to parents in place of the prospectus and application form, telling them where to access the information or where to call for a hard copy booklet, which is what we would propose to do. It is estimated that this approach will save £13K per annum.
- 4.4 Local Authorities which have taken a similar approach have found that online applications have significantly increased. In 2013 67% of applications for reception places and 62% of applications for secondary places were made on line and our aspiration is that these changes would bring the Croydon rate to over 90%.
- 4.5 Because there are no substantive proposed changes to the Admissions Arrangements (the way in which children in Croydon are admitted to school), there is no requirement for the Authority to consult on its arrangements. Nonetheless, the use of an on-line form as the main way of applying does represent a significant cultural change and so it is proposed that the Council seeks views from stakeholders to inform how we implement this change.

5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 5.1 The proposal to encourage the use of more on line applications will result in annual savings of approx.. £13K in printing and design costs.
- 5.2 The effect of the decision
The continued application of the 2013/14 Admissions Criteria for the 2015/16 education year.
- 5.3 Risks
There is a minimal risk that the number of on line applications may be lower than expected and therefore there is the need to create a higher number of paper brochures which will result in the level of saving being less than detailed in paragraph 5.1 above.
- 5.4 Options
None.
- 5.5 Future savings / efficiencies
There are no implications for future savings or efficiencies.
- 5.6 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 this report would appear to be in line with the overall principles and mandatory requirement in setting admission arrangements; in that criteria used to decide the allocation of school places should be fair, clear and objective.

6.2 Approved by: J Harris Baker, head social care and education law on behalf of the Council Solicitor & Director of Democratic & Legal Services

7. HUMAN RESOURCES IMPACT

7.1 There are no immediate HR implications arising from the recommendations of this report for Council staff.

7.2 Approved by: Deborah Calliste (HR Business Partner, CFL) on behalf of Heather Daley (Interim Director of Workforce)

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 recommendations maintain the authority's previous admission criteria and admission arrangements, whilst improving some of the processes.

12. OPTIONS CONSIDERED AND REJECTED

Not appropriate.

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

BACKGROUND PAPERS - LOCAL GOVERNMENT ACT 1972: none

Criteria for Community and Voluntary Controlled Schools 2015/16

The criteria outlined below apply only to Croydon Community and Voluntary Controlled schools as listed on page 4 of this paper.

Should any school convert to academy status prior to September 2015, their admissions arrangements will apply as published below or otherwise in their Funding Agreement.

If there are more applications than there are places available at a school, we will use the following criteria, in priority order, for deciding which applications to accept.

1. Looked After Children and Children who were Looked After (see Note 1).
2. Siblings: Children with a brother or sister who will be in attendance at the school or linked junior school at the time of enrolment of the new pupil (see Note 2).
3. Medical: Pupils with serious medical reasons for needing to attend a particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should be set out particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reason must be verified by a GP or consultant and declared at the time of the application if known at the time (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 5). The Local Authority will use the equal preference model for decided which school is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The rank or order of preference will be used only 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 the same address as the child for whom the school place application is being made.

Note 3

Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made. The decision to prioritise children on these grounds will be determined via Croydon CFL Admissions Panel (medicals) which is comprised of professionals from health and education.

All schools have experience in dealing with children with diverse social and medical needs. In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school. If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, giving reasons to support your case.

All requests for priority consideration must be supported in writing by a doctor or consultant. It must be made clear in the professional support which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date of Thursday 15th January 2015. The admissions team is not responsible for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

Under this criterion applicants who submit supporting information will not be advised whether their application is likely to be successful prior to the offer of places on Thursday 16th April 2015. If evidence is received after the closing date of Thursday 15 January 2015, it will not be taken into account until after places have been offered on the Thursday 16 April 2015.

The admissions team is not responsible for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date (see Note 3).

Note 4

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon School Admissions Team undertakes **random** checks on (all) addresses against the Croydon Council Tax register. If after checking Council Tax records, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address.

If the parents/carers is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should be live during the course of the week. The Local Authority would expect that the parents/carer with whom the child is normally resident receives the child benefit for the child.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

With regards to how the information provided by parents/carers is handled, the following statement is detailed on their application form:

Croydon Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies

responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

Note 5

Distance will be measured in a straight line from the centre of the pupil's main home to the designated main school 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 – e.g. flat – the centre will be taken from the centre of the building.

Note 6

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

Note 7

Tiebreaker – In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, determined as follows. Every application has an identification number. It is these identified numbers that are randomly selected when the authority's computer system is asked to rank all applicants in accordance with the admission policy. Once the system has ranked all applicants, it indicates the highest offer available for the applicant. No human intervention takes place and the highest ranked child will be offered the next available place. Since applications are not entered onto the system in any particular order e.g. alphabetically – the numbers generated by the system are completely random.

Twins/triplets or other multiple births for admission into an infant class

If you are applying for places for twin, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all ie. all siblings from a multiple birth. The government's School Admissions Code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the Code considers multiple births to be an 'exceptional circumstances' and they can be admitted in excess of the published admission number.

APPENDIX 1

Planned Admission Numbers

Please note that the Planning Admission Number (PAN) for 2015 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	
Beaumont Primary	30
Beulah Infants	90
Beulah Juniors	90
Courtwood Primary	30
Cypress Primary	90
Davidson Primary	60
Downsview Primary	90
Elmwood Infants	120
Elmwood Juniors	120
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	60
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	90
Purley Oaks Primary	90
Ridgeway Primary	90
Rockmount Primary	60
Ryelands Primary	60
St Peter's Primary	60
Smitham Primary	60
South Norwood Primary	60
Winterbourne Infants	150
Winterbourne Junior Girls	90
Wolsey Infants	90
Woodcote Primary	90
Woodside Primary	120
Voluntary Controlled Primary Schools	
Parish Church C of E Infants	120
Parish Church C of E Juniors	90+3**
St Mark's C of E Primary	30

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 2015/16

Contents

Page 2: Definitions used in this document

Page 4: Template scheme for co-ordination of admissions to Year 7 in September 2015

Page 9: Template scheme for co-ordination of admissions to Reception in September 2015

Page 14: Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Page 15: Template outcome letter -Year 7 and Reception Schemes (Schedule 2)

Page 16: Timetable for Year 7 Scheme (Schedule 3A)

Page 17: Timetable for Reception Scheme (Schedule 3B)

V1 (31/10/13 GC)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2015/16

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, <i>or within whose area an academy is situated, for which a preference has been expressed</i>
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must 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. 1 March (secondary) and 16 April (primary) 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.
“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 2015/16

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, has access to 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 *if unable to apply online*.
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 **12 December 2014**.
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 2014**.
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 2014**.

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 2014**. However, this LA will publish information which encourages applicants to submit their application by **24 October 2014 (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 2014**.

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 **12 December 2014**.
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 **12 December 2014**, 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 **15 December 2014 and 2 January 2015** 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 2015**. 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 **16 February 2015** if this is sooner.
24. This LA will not make an additional offer between the end of the iterative process and **2 March 2015** 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 24 February 2015** 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 **25 February 2015**. (33 London LAs & Surrey LA 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 **2 March 2015**, 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 2015.

Post Offer

33. This LA will request that resident applicants accept or decline the offer of a place by **16 March 2015**, 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 2015**, this LA will forward the information to the maintaining LA by **23 March 2015**. 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 2015/16

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 *if unable to apply online*.
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 LIAAG Address Verification Register. 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 **13 February 2015**.
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 2015**.
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 2015**.

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 2015**.
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 2015**. 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 **13 February 2015**.
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 **13 February 2015**, 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 **16 and 23 February 2015** 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 **16 March 2015**. 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 **20 March 2015** if this is sooner.
23. This LA will not make an additional offer between the end of the iterative process and the **16 April 2015** 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 **23 March and 10 April 2015** 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 **13 April 2015**. (33 London LAs & Surrey LA 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 2015**, 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 2015.

Post Offer

32. This LA will request that resident applicants accept or decline the offer of a place by **30 April 2015**, 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 2015**, this LA will forward the information to the maintaining LA by **14 May 2015**. 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.

[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 2015/16**

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 stated pupil details will be sent via the PLR.

SCHEDULE 2
Template Outcome Letter for Admissions to Year 7 and Reception
in 2015/16

From: Home LA

Date: **2 March 2015 (sec)**
16 April 2015 (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 2015 (sec)** / **30 April 2015 (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 2015/16

Fri 24 Oct 2014	Published closing date (Friday before half-term)
Fri 31 Oct 2014	Statutory deadline for receipt of applications
Fri 14 Nov 2014	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 12 Dec 2014	Deadline for the upload of late applications to the PLR.
Mon 15 Dec 2014 – Fri 2 Jan 2015	Checking of application data
Tues 3 Feb 2015	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Mon 16 Feb 2015	Final ALT file to PLR
Tues 17 – Tues 24 Feb 2015	Checking of offer data
Wed 25 Feb 2015	Deadline for on-line ALT file to portal
Mon 2 Mar 2015	Offer letters posted.
Mon 16 Mar 2015	Deadline for return of acceptances
Mon 23 Mar 2015	Deadline for transfer of acceptances to maintaining LAs

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

Timetable for Admissions to Reception in 2015/16

Thurs 15 Jan 2015	Statutory deadline for receipt of applications
Tues 3 Feb 2015	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 13 Feb 2015	Deadline for the upload of late applications to the PLR.
Mon 16 – Mon 23 Feb 2015	Checking of application data
Mon 16 Mar 2015	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 20 Mar 2015	Final ALT file to PLR
Mon 23 Mar- Fri 10 Apr 2015	Checking of offer data
Mon 13 Apr 2015	Deadline for on-line ALT file to portal
Thurs 16 April 2015	Offer letters posted.
Thurs 30 April 2015	Deadline for receipt of acceptances
Thurs 14 May 2015	Deadline for transfer of acceptances to maintaining LAs