

**For General Release**

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| <b>REPORT TO:</b>   | <b>Cabinet 17 February 2015</b>  |
| <b>AGENDA ITEM:</b>   | <b>7</b>   |
| <b>SUBJECT:</b>   | <b>2016/17 Admission Arrangements for Community and Voluntary Controlled schools</b> |
| <b>LEAD OFFICER:</b>  | Paul Greenhalgh, Executive Director – People   |
| <b>CABINET MEMBER:</b>  | Councillor Alisa Flemming, Cabinet Member, Children, Families and Learning           |
| <b>WARDS:</b>   | <b>All</b>   |
| <b>CORPORATE PRIORITY/POLICY CONTEXT: Statutory duty to provide pupil places.</b>   |  |
| <b>AMBITIOUS FOR CROYDON &amp; WHY ARE WE DOING THIS:</b><br>It is a statutory requirement for Local Authorities to determine the 2016/17 Admission Arrangements for Community and Voluntary Controlled schools by 15 April 2015. |  |
| <b>FINANCIAL IMPACT</b><br>None.  |  |
| <b>KEY DECISION REFERENCE NO.:</b> The admission arrangements are part of the policy framework and are therefore reserved to full Council for decision.   |  |

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

**1. RECOMMENDATIONS**

The Cabinet is asked to recommend the Council:

- 1.1 following the statutory consultation to determine the proposed Admission Arrangements for Community, and Voluntary Controlled Schools for the 2016/17 academic year as contained in Appendix 1 to this report.
- 1.2 Note that no responses have been received from the consultation on 2016/17 Admission Arrangements for Community, and Voluntary Controlled schools.
- 1.3 Agree to the continued use of the Pan London co-ordination arrangements for the 2016/17 academic year as set out in – Appendix 2a (Primary) and Appendix 2b (Secondary) to this report.

## **2. EXECUTIVE SUMMARY**

- 2.1 Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code. This includes consulting on proposed changes to admission arrangements annually and at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis. The admission arrangements include the admission criteria (oversubscription criteria) - the priority order used to decide who to admit to a school if there are more applications than available school places. A revised School Admissions Code came into force on 19 December 2014 which introduced a number of freedoms and new requirements as well as provided clarifications to existing provisions of the Code.
- 2.2 The Council is the Admission Authority for Community and Voluntary Controlled Croydon schools as set out in Appendix 3 to this report and is therefore responsible for determining the Admission Arrangements for these schools. Admissions Arrangements must be determined annually for the next education year. In February 2014, the Cabinet Committee agreed the 2015/16 admission criteria for Community, and Voluntary Controlled Primary schools; and arrangements for Pan London co-ordinated admissions.
- 2.3 For the 2016/17 academic year, Admission Authorities are required to consult on their admission arrangements for a minimum of 8 weeks between 01 November 2014 and 01 March 2015, with arrangements determined by 15 April 2015. The Council consulted on its 2016/17 admissions arrangements for Community and Voluntary Controlled schools - Appendix 1 - from 08 December 2014 to 02 February 2015. The proposed arrangements are the same as those which applied for the 2015/16 education year, except where revisions to the Admissions Code 2014 have altered statutory requirements. This means that the 2015/16 admission arrangements will be used to admit pupils who will be applying to start school in September 2016 and for in-year applications up to July 2017. The consultation was carried out in order to be compliant with the requirement to consult at least every 7 years. The Council has not received any responses to the consultation .
- 2.4 Cabinet is recommended to determine the proposed Admission Arrangements for Community, and Voluntary Controlled Schools for the 2016/17 academic year, attached at Appendix 1.
- 2.5 The Governing Body or Academy Trust is the admission authority for Foundation, Voluntary Aided schools and Academies. All secondary schools within Croydon are their own admissions authorities and determine their own admission arrangements and criteria. These Admission Authorities have been reminded to consult on any changes to their proposed admission arrangements for the 2016/17 academic year.
- 2.6 The Governing Bodies of all schools are required to admit all children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school.

- 2.7 Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both 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. The Cabinet is recommended to approve the arrangement for the 2016/17 academic year, attached at Appendix 2a (Primary) and Appendix 2b (Secondary), to allow this participation to continue.

### **3. DETAIL**

#### **3.1 Statutory requirement**

Admission authorities, including local authorities are responsible for ensuring that their admission arrangements are compliant with the School Admissions Code and all relevant regulations and legislations. This includes: determining admission arrangements on an annual basis; consulting on proposed changes to admission arrangements, and where there are no proposed changes, admission arrangements must be consulted on at least every 7 years.

#### **3.2 Revised School Admissions Code**

A revised School Admissions Code came into force on 19 December 2014. The purpose of the Code is to ensure that all school places for maintained schools (excluding maintained special schools) and academies are allocated and offered in an open and fair way. The new code introduces a number of freedoms and new requirements. It now allows admission authorities to give priority for children eligible for the various categories of pupil premium; extends the priority for admission to all previously looked after children and clarifies requirements on the admission of children outside their normal age group. A revised timetable for complying with a determination of a schools adjudicator has also been introduced.

- 3.3 The proposed 2016/17 Admissions Arrangements do not give priority to children eligible for pupil premium as this would risk affecting the mix of families and diversity of school populations in some parts of Croydon. The arrangements incorporate further clarification regarding parents entitlement for their child/ren to be admitted to school outside of their normal year group. The Council had already provided clear wording in relation to priority for all previously looked after children.

- 3.4 The proposed 2016/17 arrangements also provide further clarification regarding medical priority, infant to junior transfer arrangements and the mechanism for checking for potentially fraudulent applications. These arrangements also propose to only send outcome letters to parents who receive an offer of a place at their 2nd-6th preference school.

#### **3.5 Prospectus**

The Council has complied with the requirement in the Code to publish a composite prospectus online - with hard copies available for those who do not have access to the internet. The prospectus contains the admission arrangements and information about how to obtain supplementary information forms where applicable for the state-funded schools in Croydon to which parents can apply. However, the Admissions Service has also trained a wide

range of staff including library staff, early year professionals and school staff to support parents with on-line applications. 99% of applications for the 2015/16 academic year within the secondary co-ordinated round were made on-line and 100% of primary applications were made on-line.

#### **4. CONSULTATION**

- 4.1 Through the January 2015 Cabinet report on “Investing in the future of our young people: School places and admissions”, it was noted that the Council was consulting on the 2016/17 Admission Arrangements for Community, and Voluntary Controlled primary schools. The consultation on the proposed admission arrangements took place from 08 December 2014 to 02 February 2015. The Council received no responses to the consultation.
- 4.2 The Council conducted the consultation on the proposed 2016/17 admission arrangements for Community and Voluntary Controlled schools in line with the School Admissions Code, with an 8 weeks consultation period where stakeholders including local schools, adjoining Local Authorities and Diocesan Authorities were able to respond to the consultation by completing a questionnaire, writing to the Council via post or email. Details of the consultation were published on the Council’s website and circulated to schools via the weekly Schools Bulletin.
- 4.3 The Council’s proposed admission arrangements for the 2016/17 academic year comply with the requirements of the School Admission Code which includes making sure that the practices and criteria that are used to decide the allocation of school places are fair, clear and objective.
- 4.4 Pan London Co-ordinated Admissions Arrangements  
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 2a (Primary) and Appendix 2b (Secondary).

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

- 5.1 **The effect of the decision**  
There are no direct financial implications arising from the decision being made in this report.
- 5.2 **Risks**  
Failure to comply with the admissions regulations could result in costly legal implications which could have an impact on the Council’s revenue budget.

(Approved by Lisa Taylor, Head of Finance and Deputy S15 Officer)

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

- 6.1 The Solicitor to the Council comments that as a schools admission authority, the Council must adhere to the statutory Admissions Code (revised December 2014) and relevant legislation such as the School Standards and Framework Act 1998, Equality Act 2010 and Human Rights Act 1998 to ensure that admission arrangements are legally compliant. Information in the report and appendices demonstrates how the local authority has so complied.

The Admissions Code states that all admission authorities must determine (i.e. formally agree) admission arrangements every year. Even if they have not changed from previous years and a consultation has not been required. Admissions authorities must determine admission arrangements for entry in September 2016 by 15 April 2015.

Any objection must be referred to the Schools Adjudicator by 30 June 2015 and any decision of the Adjudicator must be acted on by the admission authority and the admission arrangements amended accordingly.

(Approved by Jacqueline Harris-Baker, Head of Social Care and Education Law on behalf of the Council Solicitor and Director of Democratic and Legal Services).

## **7. HUMAN RESOURCES IMPACT**

- 7.1 There are no human resources implications arising from this report.

(Approved by: Deborah Calliste on behalf of the Director of Human Resources)

## **8. EQUALITIES IMPACT**

- 8.1 A full equality impact assessment is in process for Admissions and School places to be completed by 2 April 2015.

## **9. ENVIRONMENTAL IMPACT**

- 9.1 The councils proposed arrangements prioritise the allocation of places based on distance from the school. This encourages walking and cycling.

## **10. CRIME AND DISORDER REDUCTION IMPACT**

- 10.1 None

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

- 11.1 to ensure the Councils arrangements are determined by 1 March 2015.

## **12. OPTIONS CONSIDERED AND REJECTED**

- 12.1 None.

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**CONTACT OFFICER:** Pip Hesketh, Head of school place planning and admissions, ext 47156

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

**Appendices attached:**

Appendix 1 – 1016/17 Admissions Criteria for Community and Voluntary Controlled Schools

Appendix 2a – Pan-London Scheme for coordination of admission to Reception in maintained schools and academies in 2016/17.

Appendix 2b – Pan-London Scheme for coordination of admissions to Y7 in maintained schools and academies in 2016/17

Appendix 3 – table of schools and PAN.

## 2016/17 Admissions criteria for Community and Voluntary Controlled schools

The criteria outlined below apply only to Croydon community and voluntary controlled schools.

Voluntary controlled schools also have their own denominational criteria, and therefore these schools have their own pages in this prospectus setting out their full admissions criteria.

Should any community/controlled school convert to academy status prior to September 2016, their admissions arrangements will apply as published below or otherwise in their funding agreement.

If the number of applications for a community or voluntary controlled school is higher than the number of places available then, after admitting to that school the children with a statement of special educational need that names this school, the following criteria will be applied in the order set out below to decide the allocation of places:

1. **Looked-after children and previously looked-after children** (see Note 1).
2. **Infant to Junior Transfer for children on the roll of a linked infant school:** In the case of Beulah Junior, Elmwood Junior and Parish Church CE Junior schools, children who are on the roll of their linked infant school at the time of application, and in the case of Winterbourne Junior Girls, girls who are on the roll of Winterbourne Nursery and Infants at time of application (see Note 2).
3. **Siblings:** Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).
4. **Medical:** Pupils with serious medical reasons for needing to attend this school. For primary age children, their need to attend this school because of a parent's serious and continuing medical condition may also be relevant. Supporting evidence should be set out on the medical form which is available online at: [www.croydon.gov.uk/ education/schools-new/school-admissions/how-toapply/school-place-home](http://www.croydon.gov.uk/education/schools-new/school-admissions/how-toapply/school-place-home) giving the particular reasons why this school 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 both the completed medical form and the supporting statement from the GP or consultant must be submitted with the application (see Note 4).
5. **Distance:** Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

### 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, which will be independently verified.

The local authority uses the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The order of preference will be used only if it is possible to offer more than one of the preferences. The

highest preference offer available will be made, except where the authority is unable to offer any of the preferences, in which case, a place at the nearest school with a place available will be offered.

**Note 1:** Looked-after children are defined as ‘children in public care at the date on which the application is made’. 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:** This criteria does not include siblings on the roll of the infant school’s nursery class, if it has one.

|                              |                              |
|------------------------------|------------------------------|
| Linked Infant School         | Linked Junior School         |
| Beulah Infants               | Beulah Junior                |
| Elmwood Infants              | Elmwood Junior               |
| Parish Church C of E Infants | Parish Church C of E Juniors |
| Winterbourne Infants         | Winterbourne Junior Girls    |

**Note 3:** 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.

This criteria does not include siblings on the roll of the school’s nursery class, if it has one.

**Note 4:** All schools have experience in dealing with children with 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, and complete the medical form which is available online at: [www.croydon.gov.uk/education/schools-new/school-admissions/howto-apply/school-place-home](http://www.croydon.gov.uk/education/schools-new/school-admissions/howto-apply/school-place-home) or you can obtain a paper version from your local Croydon primary school or by contacting the council on 020 8726 6400), setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear 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, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2016**. 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.



The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 18 April 2016. If evidence is received after the closing date of 15 January 2016, it will not be taken into account until after places have been offered on the 18 April 2016.

**Note 5:** '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 Council will undertake checks using a piece of software known as 'Datatank ' which will enable the LA to verify applicants' addresses by cross referencing applications against multiple Council databases i.e. Council Tax register, electoral roll etc. 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 are 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 help 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 6:** Distance will be measured in a straight line from the centre of the pupil's main home to the pupil designated main school entrance, nominated by the school, using the local authority's computerised measuring system (known as Ordnance Survey), with those living closer to the school receiving higher priority. For shared properties – e.g. flats – the centre will be taken from the centre of the building.

**Note 7:** Child-minding cannot be taken into account when allocating places at oversubscribed community or voluntary-controlled schools.

**Note 8:** parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

**Note 9: Twins/triplets or other multiple births for admission into an infant class**

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth. The government 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 birth to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.

**Waiting lists**

If you are offered a place at a school and you have also expressed a higher preference for another school or schools, you will automatically be placed on the waiting list for your higher preference school/schools. Waiting lists for community/voluntary-controlled schools are held for the first term of the reception year and thereafter, applicants are required to complete the local authority's in-year common application form (iCAF) if they wish to remain on the waiting list. In-year waiting lists are maintained for one academic year and applicants are required to re-apply for each academic year.

**Admission of children outside their normal age group**

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

*It is the expectation of Croydon Council that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.*

All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional

- Any previous history of being educated outside of their normal age group
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Appendix 2a

**London Borough of Croydon**

**Template Pan-London Scheme for Co-ordination of  
Admission to Reception in Maintained Schools and  
Academies in 2016/17**

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## PAN-LONDON CO-ORDINATED ADMISSIONS TO RECEPTION IN 2016/17

### Definitions used in the schemes

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| “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”              | the IT module for administering admissions in  |

|                                  |   |
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| (LAS)”                           | 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.<br>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 2014, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies. |

## Primary Scheme for co-ordination of admissions to Reception in September 2016/17

### Introduction

- The mandatory elements of the Pan-London scheme are in normal text.
- Highly desirable elements of the Pan-London scheme are denoted by a star.
- Local clarification of our scheme is in italics.

### Applications

1. Applications from residents of Croydon 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 Croydon LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Croydon 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, is able to access a copy of Croydon LA's '*Admissions to Primary Schools*' prospectus with details of how to apply online. This information will also be available to parents/carers who do not live in Croydon LA.
3. The admission authorities within Croydon 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 Croydon 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 2014*.
4. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on this LA's website or on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon's admission prospectus 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 Croydon 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 2014.

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.
7. *Applicants will be advised that they will receive no more than one offer of a school place on 18 April 2016, unless they have also applied for a school in an LA which is not participating in the Pan-London scheme and it has not been possible to resolve a multiple offer with the LA. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school in a non-participating LA, this LA will pass relevant details on to that authority, but if possible, will resolve any multiple offers with them.*
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Croydon LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon 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. Croydon LA undertakes to carry out the address verification process as defined by the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon 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 **15 February 2016**.
10. Croydon 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 2016**.
11. Croydon 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 2016**.

## **Processing**

12. Applicants resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15 January 2016**. Submitted applications cannot be amended after the closing date.



13. *Supplementary Information Forms for schools in Croydon LA must be returned directly to the relevant school by the date specified by the school. Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.*
14. *This LA will send admission authorities details of their applications on **8 February 2016**. Schools that require a supplementary information form will check that a supplementary information form has been completed for each child. Schools will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common application Form, schools will share this information with Croydon LA.*
15. *Any changes to the preferences or the order of preference on a Common Application Form after **15 January 2016** will usually mean that the application will be treated as late by Croydon LA (see paragraphs 37 to 42 for more details on late applications).*
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this Croydon LA's scheme, will be up-loaded to the PLR by **3 February 2016**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information to non-participating LAs.*
18. Croydon 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 its own timetable for the processing of preference data and the application of oversubscription criteria.
19. *\*Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. The latest date that an application that is late for good reason can be accepted for a resident of this LA is 12 February 2016.*
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.

21. 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 **15 February 2016**.
22. \*Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up to **15 February 2016**, on the basis that an on-time application already exists within the Pan-London system.
23. Croydon LA will participate in the application data checking exercise scheduled between **16 and 23 February 2016** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon 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 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon 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'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **1 March 2016**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **15 March 2016**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. 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 **23 March 2016** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **18 April 2016** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, 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) Croydon 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, Croydon LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **24 March and 12 April 2016** in the Pan-London timetable in Schedule 3.
32. Croydon 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 2016**. (33 London LAs & Surrey only).

### **Offers**

33. Croydon LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place. *This will usually be the nearest school to the child's home address which has a place available.*
34. Croydon 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.
35. This LA's outcome letter will include the information set out in Schedule 2.
36. *On **18 April 2016**, Croydon LA will send by first class post, notification of the outcome to resident applicants who did not receive a place at their higher preference school or who made a paper application. Resident applicants who received a place at their highest ranked school and who applied online will be able to view their outcome online as well as accept or declined their offer.*
37. Resident applicants who are not successful in their application will be offered the right to appeal.

### **Late applications**

38. *\*Croydon LA will accept late applications as 'on-time' only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as 'good reason' include when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family who has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Croydon LA*

*will be required in these cases). Other circumstances will be considered and each case decided on its own merits.*

39. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
40. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be the **10 February 2016**. The date for an out-borough resident is fixed by the relevant home LA.*
41. 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 **15 February 2016**.
42. \*Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up to **15 February 2016**, on the basis that an on-time application already exists within the Pan-London system.
43. *Applications which are late for no good reason and those that are received after 10 February 2016 but before 18 April 2016 will not be considered in the initial allocation round but will be allocated after all on-time preferences have been processed. If the application is from a resident of Croydon LA and they cannot be offered a place at one of their preferences, they will be considered for a place at other maintained schools in this LA with vacancies, in accordance with the school's admissions criteria, after all unplaced on-time applicants have been considered. If the application is from a resident of another LA, their application will only be considered for the schools to which they have applied.*

## **Post Offer**

44. Croydon LA will request that resident applicants accept or decline the offer of a place by **2 May 2016**, or within two weeks of the date of any subsequent offer.
45. *If they do not respond by this date, the LA or the school, where it is its own admission authority, will make every reasonable effort to contact the applicant to find out whether or not they wish to accept the place. Only where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, will the offer of a place be withdrawn.*
46. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **2 May 2016**, Croydon LA will forward the information to the maintaining LA by **16 May 2016**. Where

such information is received from applicants after **2 May**, Croydon LA will pass it on to the maintaining LA as it is received.

47. 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 2014.
48. When acting as a maintaining LA, Croydon 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.
49. When acting as a maintaining LA, Croydon LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
50. When acting as a home LA, Croydon 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.
51. When acting as a home LA, when Croydon 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.
52. When acting as a home LA, when Croydon 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 49 and 50 shall apply to the revised order of preferences.
53. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
54. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
55. *Acceptances and declines from out-borough residents will be passed onto the appropriate schools once received by Croydon LA.*

#### **Late Applications received between 18 April 2016 and 31 August 2016**

55. *In the period **18 April 2016 to 31 August 2016**, Croydon LA will accept new applications (including additional preferences) from applicants living within its area.*

56. *New applicants living within Croydon LA must complete a Common Application Form. Where such an application includes a preference for out-borough schools, this LA will pass on the preferences to the maintaining LAs without delay.*
57. *When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools in this area.*

### **Waiting lists**

58. Croydon LA will maintain waiting lists for each school in its area *with the exception of Voluntary Aided Schools who will maintain their own waiting lists*. Applicants not offered a place at a school or at a school listed as a higher preference on their Common Application Form will be automatically placed on the waiting list in the order of the published oversubscription criteria. Applicants will be notified by Croydon LA if a place becomes available and will be asked to confirm their acceptance. Where the place is accepted, any lower preference previously offered will be withdrawn.
59. Requests to be placed on a waiting list for a school which was placed as lower preference than the school offered or for a new school must be made via the home LA. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school.
60. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
61. Applications received after 18 April 2016 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.
62. Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.
63. When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carer or home LA of the offer.
64. *Where the first child is a resident of this LA, Croydon LA will issue the offer letter to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*

65. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school 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.
66. When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.
67. Admission authorities within Croydon LA will not inform any applicant that a place can be offered.
68. When acting as a home LA, Croydon 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.
69. When acting as a home LA, when Croydon 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.
70. When acting as a home LA, when Croydon 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 63, 64 and 65 shall apply to the revised order of preferences.
71. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
72. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2016**. Applicants wishing to remain on a school's waiting list after this date must apply using the In-Year Application Form.*
72. *Waiting lists will be maintained and places allocated, as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

**Applications for places in Reception after 31 December 2016 and applications to year groups other than to the Reception class.**

73. *Applications for places in Reception after 31 December 2016 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions (except in the case of applications for*

*transfer from Year 2 in infant schools to Year 3 in junior schools – please refer to Croydon’s primary prospectus ‘Admissions to primary schools 2016/17’ for more information.*

*74. Applications will be made and considered in line with the local Authority’s coordinated scheme for in-year admissions. Please refer to Croydon’s website and in-year guidance for more information.*



## SCHEDULE 1

**This LA's Common Application Form for Reception will contain the following fields as a minimum.**

### **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

\* No statemented pupil details will be sent via the PLR.

## SCHEDULE 2

### DRAFT OUTCOME LETTER FOR ADMISSION TO RECEPTION IN 2016/17

- ***Paragraphs in bold italic will be included in a first preference offer letter.***
- ***All paragraphs will be included in any other preference offer letter.***

From: Home LA

Date: 18 April 2016

Dear Parent/Carer

Application for a Primary School

***I am writing to let you know the outcome of your application for a 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 London Borough of Croydon are given in the attached guidance notes. If the school is outside the London Borough of Croydon, 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.

Your child's name will automatically be 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.

Please return the reply slip to me by 2 May 2016. If you have any questions about this letter, please contact me on \_\_\_\_\_.

Yours sincerely

## **SCHEDULE 3B**

### **PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME**

#### **Timetable for Admissions to Reception in 2016/17**

|   |  |
|---|--|
| <b>Fri 15 Jan 2016</b>                    | Statutory deadline for receipt of applications   |
| <b>Wed 3 Feb 2016</b>                     | Deadline for the transfer of application information by the Home LA to the PLR (ADT file)                |
| <b>Mon 15 Feb 2016</b>                    | Deadline for the upload of late applications to the PLR.   |
| <b>Tues 16 –<br/>Tues 23 Feb 2016</b>     | Checking of application data   |
| <b>Tues 15 Mar 2016</b>                   | Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file). |
| <b>Wed 23 Mar 2016</b>                    | Final ALT file to PLR  |
| <b>Thurs 24 Mar-<br/>Tues 12 Apr 2016</b> | Checking of offer data   |
| <b>Wed 13 Apr 2016</b>                    | Deadline for on-line ALT file to portal  |
| <b>Mon 18 April 2016</b>                  | Offer letters posted.  |
| <b>Mon 2 May 2016</b>                     | Deadline for receipt of acceptances  |
| <b>Mon 16 May 2016</b>                    | Deadline for transfer of acceptances to maintaining LAs.   |

London Borough of Croydon

**Template Pan-London Scheme for Co-ordination of  
Admissions to Year 7 in Maintained Schools and Academies  
in 2016/17**

Contents

Page 2: Definitions used in this document

Page 4: Template scheme for co-ordination of admissions to Year 7 in  
September 2016

Page 11: Content of Common Application Form -Year 7 (Schedule 1)

Page 13: Template outcome letter -Year 7 (Schedule 2)

Page 15: Timetable for Year 7 Scheme (Schedule 3A)

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### Template LA Schemes for Co-ordination of Admissions to Year 7

#### 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 oversubscription 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 <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.<br>For secondary schools: 1 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.                                   |
| “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 2014, for co-ordinating arrangements for the admission of children to maintained secondary schools, free schools and academies. |

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template Scheme for Co-ordination of Admissions to Year 7 in 2016/17

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

*Local clarification of Croydon scheme is in italics.*

#### Applications

1. Croydon 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 Croydon residents 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 Croydon LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Croydon 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 Croydon LA or any other maintaining LA, has access to Croydon's admissions prospectus and Common Application Form, including details of how to apply online. The admissions prospectus will also be available to parents/carers who do not live in Croydon 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 Croydon 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 Croydon 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 2014.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the schools' websites or a paper copy of the supplementary information form can be requested from the schools. Such forms will advise



parents that they must also complete their home LA's Common Application Form. Croydon LA's admission prospectus 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, Croydon 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 2014.
7. \*Applicants will be able to express a preference for up to six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Applicants will be advised that they will receive no more than one offer of a school place on 18 April 2016, unless they have also applied for a school in an LA which is not participating in the Pan-London scheme and it has not been possible to resolve a multiple offer with the LA. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school in a non-participating LA, this LA will pass relevant details on to that authority, but if possible, will resolve any multiple offers with them.*
9. The order of preference given on the Common Application Form will not be revealed to a school within the area of Croydon LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon 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.
10. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's primary school data and the further investigation of any discrepancy. Where Croydon 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 **11 December 2015**.
11. Croydon 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 **13 November 2015**.

12. Croydon 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 **13 November 2015**.

## Processing

13. Applicants resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted on-line to this LA by **31 October 2015**. However, this LA will publish information which encourages applicants to submit their application by **23 October 2015 (i.e. the Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR. Submitted applications cannot be amended after the closing date.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Croydon LA's scheme, will be up-loaded to the PLR by **13 November 2015**. Supporting documentation provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Croydon LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. *Supplementary information forms must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.
17. *Croydon LA will send admission authorities details of their applications on **17 November 2015**. Schools that require a supplementary form will check that a supplementary form has been completed for each child and will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common Application Form, schools will share this information with Croydon LA.*
18. \*Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date*

*that an application that is late for good reason can be accepted for a resident of this LA is **10 December 2015**.*

19. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
20. 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 **11 December 2015**.
21. \*Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up until **11 December 2015**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **10 December 2015** but before **1 March 2016** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **14 December 2015 and 4 January 2016** in the Pan-London timetable in Schedule 3A.
24. All preferences for schools within Croydon 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 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon 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'.
25. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **11 January 2016**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon 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 2016**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

28. 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 2016** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 2016** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at one of Croydon 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) Croydon 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.
31. Croydon LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2016** in the Pan-London timetable in Schedule 3A.
32. Croydon 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 2016**. (33 London LAs & Surrey LA only).

## Offers

33. Croydon LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place. *This will usually be the nearest school to the child's home address which has a place available, after the allocation of places.*
34. Croydon 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.
35. This LA's outcome letter will include the information set out in Schedule 2.

36. On **1 March 2016**, Croydon LA will send by first class post, notification of the outcome to resident applicants who did not receive an offer at their first preference of school or who made a paper application. Resident applicants who received an offer at their highest ranked school and who applied online will be able to view their outcome online on 1 March 2016 as well as accept or decline their offer.
37. Resident applicants who are not successful in their application will be offered the right to appeal.
38. \*Croydon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2015.

### **Post Offer**

39. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2016**, or within two weeks of the date of any subsequent offer.
40. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **15 March 2016**, Croydon LA will forward the information to the maintaining LA by **24 March 2016**. Where such information is received from applicants after **15 March**, Croydon LA will pass it on to the maintaining LA as it is received.
41. 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 2014.
42. When acting as a maintaining LA, Croydon 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.
43. When acting as a maintaining LA, Croydon LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
44. When acting as a home LA, Croydon 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.
45. When acting as a home LA, when Croydon 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.

46. When acting as a home LA, when Croydon 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 43 and 44 shall apply to the revised order of preferences.
47. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
48. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
49. Children without an offer of a place at any of their preferred schools or at higher preference schools will automatically be placed on the waiting list.  
Requests to be placed on a waiting list for a school ranked as a lower preference than the school offered or for a new preference must be made via the home LA.  
Waiting lists will be maintained by the schools for at least one term until **31 December 2016** and places will be filled in accordance with each school's admission criteria. After this date, parents/carers will need to apply through the in-year application process if they wish their child to remain on a school's waiting list.

Parental enquiries about waiting list positions or appeal procedures must be made directly to the schools.

The PAN London Coordinated Secondary Scheme ends on 31 August 2016. Applications for Year 7 received after this date will be treated as in-year applications. Please refer to Croydon's website and the in-year admissions guidance for more information.

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

**Minimum Content of Common Application Form for Admissions to Year  
7 in 2016/17**

**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.



PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**SCHEDULE 2**

**Template Outcome Letter for Admissions to Year 7 in 2016/17**

From: Home LA

Date: **1 March 2016**

Dear Parent,

Application for a Secondary 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 why 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 Croydon, 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.

*Please return the reply slip to me by **15 March 2016**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

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

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

**Timetable for Admissions to Year 7 in 2016/17**

|   |   |
|---|---|
| <b>Fri 23 Oct 2015</b>                      | Published closing date (Friday before half-term)  |
| <b>Sat 31 Oct 2015</b>                      | Statutory deadline for receipt of application   |
| <b>Fri 13 Nov 2015</b>                      | Deadline for the transfer of application information by the Home LA to the PLR (ADT file).          |
| <b>Fri 11 Dec 2015</b>                      | Deadline for the upload of 'late for good reason' applications to the PLR.                          |
| <b>Mon 14 Dec 2015 –<br/>Mon 4 Jan 2016</b> | Checking of application data  |
| <b>Wed 3 Feb 2016</b>                       | Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file) |
| <b>Tues 16 Feb 2016</b>                     | Final ALT file to PLR   |
| <b>Wed 17 –<br/>Wed 24 Feb 2016</b>         | Checking of offer data  |
| <b>Thurs 25 Feb 2016</b>                    | Deadline for the upload of the ALT offer file to the e.Admission system                             |
| <b>Tues 1 Mar 2016</b>                      | Offer letters posted.   |
| <b>Tues 15 Mar 2016</b>                     | Deadline for return of acceptances  |
| <b>Tues 22 Mar 2016</b>                     | Deadline for transfer of acceptances to maintaining LAs   |

**Community schools**

| <b>School</b>                                 | <b>2016/17<br/>PAN</b> |
|---|------------------------|
| Beaumont Primary School                       | 30                     |
| Beulah Juniors School                         | 90                     |
| Courtwood Primary School                      | 30                     |
| Cypress Primary School                        | 90                     |
| Davidson Primary School                       | 60                     |
| Downsview Primary School                      | 90                     |
| Elmwood Infant School                         | 120                    |
| Elmwood Juniors School                        | 120                    |
| Forestdale Primary School                     | 60                     |
| Gilbert Scott Primary School                  | 30                     |
| Greenvale Primary School                      | 30                     |
| Gresham Primary School                        | 30                     |
| Heavers Farm Primary School                   | 120                    |
| Howard Primary School                         | 60                     |
| Kenley Primary School                         | 30                     |
| Kensington Avenue Primary School              | 90                     |
| Keston Primary School                         | 60                     |
| Kingsley Primary School                       | 120                    |
| Monks Orchard Primary School and Nursery      | 90                     |
| Norbury Manor Primary School                  | 90                     |
| Orchard Way Primary School                    | 30                     |
| Park Hill Infant School                       | 90                     |
| Purley Oaks Primary School                    | 90                     |
| Ridgeway Primary School                       | 90                     |
| Rockmount Primary School                      | 60                     |
| Smitham Primary School                        | 60                     |
| South Norwood Primary School                  | 60                     |
| St Peter's Primary School                     | 60                     |
| The Hayes Primary School                      | 60                     |
| Winterbourne Infant & Nursery School          | 150                    |
| Winterbourne Junior Girls School              | 90                     |
| Wolsey Infant School                          | 90                     |
| Woodcote Primary School                       | 90                     |
| Woodside Children's Centre and Primary School | 120                    |

**Voluntary Controlled schools**

| <b>School</b>                                | <b>2016/17<br/>PAN</b> |
|--|------------------------|
| Parish Church C of E Nursery & Infant School | 120                    |
| Parish Church Junior School                  | 120                    |