

# Cabinet

Tuesday 22 March 2011

4.00 pm

Town Hall, Peckham Road, London SE5 8UB

## Supplemental Agenda No. 2

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Date: 16 March 2011

<b>Item No.</b> 19.	<b>Classification:</b> Open	<b>Date:</b> 22 March 2011	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Youth Employment Fund	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Peter John, Leader of the Council	

## **FOREWORD - COUNCILLOR PETER JOHN, LEADER OF THE COUNCIL**

1. In June 2010 we set out our ambition to build a fairer future for all in Southwark, noting that too many of our young people have not been able to access the employment and social opportunities that living in the heart of London should offer. This is unfair. Unlocking those talents and realising that potential, with nobody left behind, is what we are about as a council.
2. We are still feeling the impacts of the recession in Southwark, unemployment is still rising and we are dealing with unprecedented cuts across the public sector. As a Council we are concerned about the impact this will have on our young people. That is why we have agreed to establish a Youth Fund and have set aside £1m a year for the next three years to support young people in Southwark. This is an essential step to mitigate the loss of the Educational Maintenance Allowance received by 16 – 18 year olds in full-time education and the Government's decision to allow university tuition fees to increase from their current level of £3,000 per annum to £9,000 per annum.
3. At the same time record youth unemployment means we must take additional action to help young people get a foot on the jobs ladder. What we are learning is that some are normally thinking of applying for university or staying in full time education have grave concerns about the amount of debt they risk taking on and their job prospects at the end of their studies.
4. For this reason we have asked officers to design a series of projects that invest in helping young people to be as competitive as possible in this recession. These projects will make it possible for more of our young people to realise their potential through the right route for them, such as staying in full-time education, going to university and getting the jobs and career opportunities they deserve.
5. This is not only an investment in young people and their job prospects, but a step to ward off the damaging effects of the recession for a generation that needs to gain the skills, experience and resilience to come through it.

## RECOMMENDATIONS

6. That the Youth Fund is delivered through the following three initiatives:
- **Financial assistance fund for young people aged 16-18 in learning.** An allocation of £600,000 per year for the next three years to be used to provide resources such as books, equipment and travel costs for those young Southwark residents aged 16-18, in full-time education, who would have previously benefited from the Education Maintenance Allowance.
  - **Employment support for young people aged 16-19 leaving education.** An allocation of £350,000 per year for three years to provide young people in Southwark with employment support to assist the transition between secondary education and work, assist access into employment and enhance vocational learning.
  - **Financial support with university and future employment.** An allocation of up to £50,000 per year for the next three years to support young people age 18 years and over who have gained a University place but may find this difficult due to financial restraints. This will include offering paid internships in university holidays and some course require placements..

## BACKGROUND INFORMATION

7. On the 15th February 2011 the Cabinet resolved: "That it be noted that £1m will be allocated each year for the duration of the three year budget to support young people, in particular for the mitigation of the high youth unemployment in the borough and the impact of the removal of education maintenance allowances. The detailed proposals to support this resource will be presented to cabinet for approval at the meeting on 22 March 2011."
8. Youth unemployment and the removal of EMA affect large numbers of young people in Southwark, with currently 3,700 16-18 years olds receiving EMA and 2,200 18-24 year olds claiming JSA.
9. This report reviews the strategic arguments relating to potential additional support for the 16-24 age groups through the Youth Fund, as noted by Cabinet on 15th February.
10. It recommends that the resources being made available through the Youth Fund are concentrated where they can make significant difference to services and support to young people, either through strengthening current delivery or enabling existing services to work more effectively.

### Strategic considerations 16-18 age group

11. LSP Board research indicated some key gaps in service connectivity and continuity at critical transition points in young people's movement through education provision and into employment. The movement of the Connexions service back into the local authority represents an opportunity to re-shape this provision to address some of these findings.

12. Financial inclusion is a significant issue for young people in full time education currently receiving EMA. Research into the impact of removal of EMA suggests that around a third of students in Southwark expect to leave college when EMA is withdrawn and that very few have part-time jobs.

### **Strategic considerations 18-24 age group**

13. The significant majority (80%) of 18-24 year old JSA claimants claim for less than 6 months. Successive governments have focused welfare to work provision on this group and although there is an increase, long term youth unemployment is relatively low: However the impacts of long-term unemployment on the lives of young people are significant and this group remains one of the hardest to help into work. Targeted interventions to help prevent long-term unemployment among young people therefore remain a priority. The most important time to intervene is at the earliest possible stage.
14. The Single Work Programme is intended to provide intensive, mandatory support for all 18-24 year old JSA claimants from 9 months into their claim. Young people not in employment, education or training and other disadvantaged groups may be fast-tracked. Additional pre-Work Programme support is also being resourced for this group by DWP, including work experience and self-employment options and some mandatory work activity for targeted claimants. However there are potential issues in year one (2011/12) with the transition period between Flexible New Deal and the Single Work Programme leading to a temporarily reduced level of service. Therefore, the Youth Fund should not duplicate this offer, but a smaller sum be set aside to target 18 year olds who are finding it hard to gain employment, and a slightly older group who need support to be competitive in the job market when they leave university.
15. Young people who receive financial support (aged 16 to 18) now experiencing significant hardship due to withdrawal of EMA may consider not entering higher education. Extensive consultation with Youth Council and Speakerbox has identified that young people need to be convinced that going to university will help them into employment.
16. It is considered that providing internships to these young people alongside their academy studies will provide a more attractive route to employment. The council will be a major sponsor for the provision of internships in areas such as: Planning, Revenue & Benefits, Emergency Planning, Information Technology, Environmental Services and Housing. In addition, the council will seek to ensure that this initiative is supported by our partners and contractors. These internships will be paid employment in work areas across the Council and with our contractors.
17. The proposal is divided into three workstreams. Based on current statistical analysis available it would suggest that these workstreams will positively contribute to the current position. To ensure that this is the case an implementation and evaluation process will be in place to capture feedback against the desired outcomes. Given this financial support is time limited these three projects ensure an exit strategy that does not require further funding.
18. Young people at Southwark College were consulted as to their views as to the likely impact of the removal of EMA. 93 students who are currently in receipt of the allowance completed a questionnaire. Over 90% said that the loss of the

grant would impact on their studies with 40% reporting that they would not be able to complete their studies without this assistance.

## **KEY ISSUES FOR CONSIDERATION**

### **Policy implications**

19. The essential features to recognise are:

- The purpose of this proposal is to try and ensure that the substantial progress that has been made in improving retention and achievement among 16-18 year olds in Southwark is not reversed by the abolition of the Educational Maintenance Allowance (EMA) and the rising level of youth unemployment.
- The Youth Fund will reinforce existing Council policies and priorities to reduce the level of 16-18 year olds in Southwark who are not in employment, education or training and continue the trend to reduce that target group.
- The Youth Fund also aims to help to sustain the improvements in recent years in examination results in Southwark schools at 16-18 which improved particularly dramatically in 2010, by supporting students who need to purchase equipment or travel to educational institutes outside the borough providing specific learning courses.
- The funds are to mitigate the impact of the abolition of EMA. However, this is only a fraction of what was available to Southwark residents under EMA but will be targeted at those learners as an incentive to remain in education after the age of 16.
- Funding for this policy has been committed for three years and at the end of that period the new Government policy of requiring 16-18 year olds to remain in education or training until 18 will have been implemented.
- The three workstreams require planned exit strategies as these are time limited funds.

### **Community impact statement**

20. This proposal is to encourage 16 to 18 year olds remain in education. This is particularly pertinent to those young people who received EMA in their first year and may not receive this in their second (final) year of study.
21. These workstreams may encourage more young people who are facing financial difficulties to remain in education or find employment.
22. These workstreams are designed to reduce unemployment, particularly long-term unemployment, for 18-24 year olds at a time when young people in Southwark are dis-proportionately affected by rising unemployment, and an increasingly competitive labour market and a shortage of vacancies particularly at entry-level..

23. These workstreams will also compliment existing provision for young people in Southwark, provided by the council and other agencies.
24. The Youth Fund is specifically for Southwark residents. Students currently claiming EMA are studying the full range of academic and vocational courses offered post sixteen.

### **Resource implications**

25. A fund of £1m per year has been allocated in the base budget for the next three years.
26. This fund will be allocated, managed, monitored and audited.
27. Each workstream will be allocated to a named officer who will be the budget holder.
28. There are no capital resources.
29. There are no legal restrictions associated with the provision of internships. Internships also provide the student with an employment reference.
30. The budget that supports young people receiving funds to support their studies will have clear application criteria and checks to ensure this is done fairly and transparently.

### **Consultation**

31. Consultation has taken place with young people via the Youth and School Councils and it is clear that there is a strong preference for support that promotes employment opportunities.
32. Schools and academies will be consulted through existing channels such as 14-19 Partnership meetings to help ensure we are properly targeting those in need.
33. Early consultation with Jobcentre Plus has already taken place and they welcome any initiative that contributes to tackling unemployment.

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

#### **Strategic Director of Communities, Law & Governance**

To follow.

#### **Finance Director**

To follow.

### **REASONS FOR URGENCY**

34. Yr 11 students (age 16 year olds) will be starting study leave around Easter time. These young people will be the primary target group for the project from September 2011. Failure to engage with them through their schools could mean that they will not be fully briefed as to the potential benefits available

through this scheme. This could have a negative impact on recruitment for our schools and colleges for post 16 courses.

35. To meet the required outcomes of the Youth Fund initiative the scheme will need to be fully embedded into established governance and administrative arrangements before September 2011.
36. A decision on the workstreams and their applications will be required at this time in order to enable appropriate lead-in time for the engagement of supportive resources and council's partner's contributions, effective communications with the target groups and establishment of the detailed administrative systems to support effective delivery.

### **REASONS FOR LATENESS**

37. This report has required the coordination of inputs from a number of council departments with relatively short notice, and the issues involved are complex. Analysis and information gathering needed to be detailed in order to ensure that recommendations are robust and have the maximum impact.
38. The final version of the report required up to date information from both members and officers on the day of the deadline. A final report was available by the end of day on 14<sup>th</sup> March 2011, but unfortunately did not meet the agenda despatch deadline earlier that day.

### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
None		

**AUDIT TRAIL**

<b>Cabinet Member</b>	Councillor Peter John, Leader of the Council	
<b>Lead Officer</b>	Annie Shepperd, Chief Executive	
<b>Report Author</b>	John Howard, Karen O'Keefe and Darren Coghlan	
<b>Version</b>	Final	
<b>Dated</b>	16 March 2011	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Communities, Law & Governance	Yes	No
Finance Director	Yes	No
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional/Community Council/Scrutiny Team</b>	14 March 2011	



<b>Item No.</b> 21.	<b>Classification:</b> Open	<b>Date:</b> 22 March 2011	<b>Meeting name:</b> Cabinet
<b>Report title:</b>		Admission arrangements for community primary schools, nursery schools and classes - September 2012	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Catherine McDonald, Children's Services	

### **FOREWORD – COUNCILLOR CATHERINE McDONALD, CABINET MEMBER FOR CHILDREN'S SERVICES**

1. The local authority is responsible for admission arrangements for all community primary schools in the borough. We have a duty to ensure these arrangements are fair, clear and equitable to enable families to access the schools of preference for their children. Southwark's arrangements worked successfully last year and the criteria used are identical to that of our neighbouring boroughs, Lewisham and Lambeth. There are no changes proposed to the admission arrangements for 2012/13.
2. The Governing Bodies of four community primary schools (Townsend, Hollydale, Peckham Park and Keyworth) put forward proposals in this year's consultation process to amend their admission number and remove their current half form entry which is in line with the Council's strategic plans for primary school provision and will support improved educational outcomes for children. However, due to the current pressure on primary school places in the south of the borough, it is proposed that places are retained at their current level of Hollydale (45) and Peckham Park (75) to meet local demand.

### **RECOMMENDATION**

3. That Cabinet agrees the primary community schools, nursery schools and nursery classes admissions criteria for 2012 attached as Appendix 1 and agrees to the publication of a statutory notice to reflect the proposed reduction in Planned Admission Number at Townsend as detailed in paragraph 12 below.

### **BACKGROUND INFORMATION**

4. The Council is the admission authority for community primary schools, nursery schools and nursery classes within the London Borough of Southwark.
5. Nursery schools and classes have admission arrangements which are completely separate from the coordinated admission arrangements in place for primary schools. Applications for places at nursery schools and classes are made to each school, assessed against the agreed admissions criteria and allocated directly to parents and carers for their children.
6. The current School Admissions Code of Practice (the Code) came into force on 10 February 2010, it applies to all maintained schools and academies.

Admission authorities are required to act in accordance with all mandatory provisions contained in the Code.

7. Admission arrangements must also adhere to the requirements of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements) (England) Regulations 2008.
8. Admission authorities are required to consult each year on their admission arrangements (unless there have been no major changes made in which case, arrangements are able to remain in place for three years). Consultation must run for a period of at least eight weeks and be completed by 1<sup>st</sup> March in the year preceding the year the change is to be effected (e.g. in March 2011 for admissions in 2012). Final admission arrangements must be confirmed to the Secretary of State by 15 April 2011 for September 2012 admissions.

## **KEY ISSUES FOR CONSIDERATION**

### **Admission Arrangements**

9. Oversubscription criteria for schools must be clear, fair and objective. The Code provides guidance on what are and are not acceptable criteria to use in setting admission arrangements and prescribes which are mandatory or recommended as good practice.
10. Children in public care (Looked After Children) must be given top priority in their over-subscription criteria. This is one of the means by which Elected Members can fulfil their responsibilities as Corporate Parents, and ensure compliance with the statutory Guidance on the Education of Young People in Public Care. The Code makes it very clear that this group of children is especially disadvantaged, with low average levels of attainment' not least as a result of 'frequent changes of school because their care placements change.
11. Wide consultation on Southwark's primary community schools oversubscription criteria and admissions arrangements took place between 17 December 2010 and 11 February 2011. Once determined, these arrangements will be published in the Starting Primary booklet for September 2012 along with details of the admissions criteria for all Southwark primary schools which is a statutory requirement. Many parents/carers will use this publication as a main source of information when selecting a nursery school, nursery class or primary school.
12. The following changes to Southwark's admission arrangements were proposed and included in the consultation:
  - I) There were no changes made to the 2012 oversubscription criteria for Southwark community primary schools, nursery schools and classes from last year other than a change to dates throughout to reflect the 2012 academic year.
  - II) Four community primary school proposed changes to their admission number for 2012 and were included in the admissions consultation process as follows: Hollydale and Townsend to reduce from 45 to 30 places, Peckham Park to reduce from 75 to 60 places and Keyworth, to extend from 45 to 60 places. These primary schools, all with a half form entry experienced operational difficulties associated with operating half form entry year groups.

13. Following the consultation, it is proposed that Peckham Park and Hollydale remain at 75 and 45 places respectively. Both of these schools serve the centre and south of the borough where there is still a projected pressure for places with forecast shortfalls that it is planned will be met by the provision of bulge classes at primary schools in the area. In addition the Harris Academy Peckham is looking at developing a two form entry primary school within their existing buildings, which should go some way to meeting the anticipated pressure in the centre of the borough. However, this proposal is still at the development stage and the sponsors will need time to prepare the accommodation and establish the school as a provider of primary places before it would be appropriate to consider reducing other primary school admission numbers in the area.
14. The proposal for Townsend to reduce to 30 places and for Keyworth to increase is supported. Townsend serves the north of the borough and its reduced admission number will be offset by the increase in Keyworth, which is in a neighbouring planning area. Keyworth has recently refurbished its Dining Centre, completely renewed the infant and junior toilets and redecorated extensively throughout the school. The Governing Body is seeking to extend its provision by 15 places to enable additional children to make use of these facilities, and this can be met within existing buildings.
15. A statutory process is now required to reflect the reduction in places at Townsend. In Keyworth's case, no statutory process is required as the proposal does not involve provision of additional capacity.

#### **Coordinated primary admissions**

16. The first year of coordinated primary school admissions across London is underway for children to be admitted in September 2011. This process replaces Southwark's local admissions scheme and will help to manage the allocation of places across London. Families now make a single application to their home borough for any school of their preference in England seamlessly through the co-ordinated process and will receive a single offer of a primary school place.
17. A total of 3,229 on-time primary school applications have been received. Of this number, 1,913 (59%) applications were made online. Parents and carers were able to express up to six school preferences on their application forms. Offer letters will be sent to parents and carers on 4 April 2011.

#### **Community impact statement**

18. The co-ordinated process for primary admissions is designed to produce fair and equitable access to school places for all children. Allocation of places is delivered through strict application of admissions and oversubscription criteria of each school across Southwark through a central computer.

#### **Resource implications**

19. All costs associated with the admissions process are chargeable to the Schools Budget and, are, therefore, met from Dedicated Schools Grant (DSG).

## SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

### Strategic Director of Communities Law & Governance

20. Cabinet is asked to agree the Admissions Criteria for 2012 for Primary Community and Nursery schools and Nursery Classes.
21. Cabinet is advised that all school admissions arrangements are governed by the School Standards and Framework Act 1998, and associated Regulations and the School Admissions Code of Practice as stated within the body of the document.
22. Having reviewed the document, the Strategic Director of Communities, Law & Governance is of the opinion that the proposed Criteria meet the Local Authority's statutory obligations in relation to the relevant legislation.
23. Cabinet is advised that any reduction in Planned Admission Number which falls below the schools net capacity assessment (as in the case of the proposal mentioned in paragraph 12), must be clearly published to parents.

### REASONS FOR URGENCY

24. The next meeting of the cabinet is scheduled for 19 April 2011. Final admission arrangements must be confirmed to the Secretary of State by 15 April 2011 for September 2012 admissions. Admission arrangements, including the proposed changes detailed in this report will need to be published for parents and carers before 1st September 2011 to enable families to make their preferences and apply for primary school places for their children for September 2012 admissions. Southwark's agreed admissions criteria for 2012, including details of the published admission number for each school must be submitted to the Secretary of State by 15th April 2011. If this is not done, Southwark's admission arrangements for Community primary schools in 2011 will remain in place for 2012. Stakeholders have been consulted on the proposed arrangements and are expecting the changes to be in place.

### REASONS FOR LATENESS

24. It was not possible to carry out internal consultation and obtain the necessary clearance for the report to be circulated 5 clear working days in advance of the meeting.

### BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
The School Standards and Framework Act 1998	160 Tooley Street, SE1 2TZ DfE website	Glenn Garcia
The Education (Determination of Admission Arrangements) Regulations	160 Tooley Street, SE1 2TZ DfE website	Glenn Garcia
The School Admissions Code of Practice 2010	160 Tooley Street, SE1 2TZ DfE website	Glenn Garcia

**APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Southwark Community Primary Schools, Nursery Schools and Classes Admission Arrangements for September 2012

**AUDIT TRAIL**

<b>Cabinet Member</b>	Councillor Catherine McDonald, Children's Services	
<b>Lead Officer</b>	Romi Bowen, Strategic Director of Children's Services	
<b>Report Author</b>	Glenn Garcia, Head of Pupil Access	
<b>Version</b>	Final	
<b>Dated</b>	16 March 2011	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Communities, Law & Governance	Yes	Yes
Finance Director	Yes	None required
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Support Services</b>	16 March 2011	

## Southwark Community Primary Schools, Nursery Schools and Classes: Oversubscription Criteria for September 2012

### Appendix 1

#### 1. Southwark Community Primary Schools (Reception Year)

**Admission Number: see attached list**

**A child with a statement of special educational needs whose statement names the school must be admitted to the school in accordance with section 324 of the Education Act 1996. This is a separate process from the coordinated admission arrangements.**

#### 1.1 Oversubscription criteria (for all years excluding nursery)

In the event of there being more applications than places available, places will be allocated in the following order of priority:

- (i) Children in public care (Looked After Children) [see note (a)]
- (ii) Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note b]
- (iii) Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the Headteacher that these can best be addressed at a particular school [see note c]
- (iv) Children living nearest to the school as measured by a straight line from the child's home to the main school gate [see note d]

#### Notes

- (a) A child in public care (Looked After Child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short term placements (such as respite) are excluded.
- (b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address.

Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- (c) Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

- (d) The LA uses a council approved Geographical Information System (GIS) to calculate the home to school distance measurements. This distance cannot be compared to one calculated using any personal or online GIS software such as Satellite Navigation Systems or Google maps as they generally use driving routes and may/will not include Southwark address points or exclude routes that the LA do not approve.

This system calculates the distance in metres to two decimal places. For calculation purposes the LA uses the best address database available to determine the child's home address. The LA then uses a computer generated centroid, supplied by Ordnance Survey (OS), of this address to determine the start point of the home to school distance measurement. If a child lives in a block of flats where a communal entrance is used, the LA will use the centroid for the block and **not** the centroid of the individual flat for these calculations. The end point is the main gate of the school.

When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.

- (e) Tie break - Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 4. If however there is a tie break lots will be drawn to decide which child is offered a place.
- (f) A child's attendance at a co-located nursery class does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- (g) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the LA will request community schools to go over their published admission number when possible to do so in order to support the family.

### **1.2 Proof of address**

Any offer of a school place will be conditional until proof of address has been provided within 15 days of the date of the offer of the place. Original copies of the following documentation will be required:

- Child benefit documentation;
- Council tax bill; and
- One other proof of address such as a bank statement, TV licence or credit/store card statement

Occasionally, if the LA has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the LA discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

### **1.3 Dates of entry**

All children within the reception year group will be offered a place in a primary school for September 2012. Parents of children who are offered a school place before they are of compulsory school age may request to defer their child's entry until later in the school year. Where entry is deferred, the child's school place will be held and not be offered to another child. Parents will not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **1.4 Waiting lists**

Parents/carers can apply to have their child placed on the waiting list for any oversubscribed community school in Southwark.

The LA will hold waiting lists for all oversubscribed community schools throughout the year.

Any parent/carer wishing to know of their child's ranking on the waiting list and the criteria that applies to them has the right to be informed should they request this information.

### **1.5 Capacity of primary school places**

The LA will continue to review its position on the capacity of primary school places in order to identify areas of need. Places will then be allocated in accordance with the oversubscription criteria.



<b>1.6 Community Primary Schools – September 2012 intake</b>
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<b>SCHOOL</b>	<b>PRIMARY ADMISSION LIMIT</b>
Albion (JI)	30
Alfred Salter (JI)	60
Alma (JI)	30
Bellenden (JI)	30
Bessemer Grange (JI)	60
Brunswick Park (JI)	75
Camelot (JI)	75
Charles Dickens (JI)	45
Cobourg (JI)	60
Comber Grove (JI)	45
Crampton (JI)	30
Crawford (JI)	60
Dog Kennel Hill (JI)	60
Dulwich Hamlet (J)	90
Eveline Lowe (JI)	60
Gloucester (JI)	60
Goodrich (JI)	90
Goose Green (JI)	60
Grange (JI)	45
Heber (JI)	60
Hollydale (JI)	45
Ilderton (JI)	60
Ivydale (JI)	60
John Donne (JI)	60
John Ruskin (JI)**	58
<b>Keyworth (JI)*</b>	<b>(45) 60</b>
Langbourne (JI)	30
Lyndhurst (JI)	60
Michael Faraday (JI)	60
Oliver Goldsmith (JI)	60
Peckham Park (JI)	75
Pilgrims Way (JI)	30
Redriff (JI)	60
Riverside (JI)	45
Robert Browning (JI)	45
Rye Oak (JI)	60
Rotherhithe (JI)	60
Snowsfields (JI)	30
Southwark Park (JI)	60
Tower Bridge (JI)	30
<b>Townsend (JI)*</b>	<b>(45) 30</b>
Victory (JI)	30

\* These schools are proposing to reduce or increase their numbers by 15 places each for September 2012.

\*\*John Ruskin: In addition to the 58 places, 2 places are allocated to children accessing the specialist support provided.

<b>1.7 Academy Primary School September 2012 intake***</b>
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Globe Academy	60
<b>Harris Academy Peckham*</b>	<b>60</b>

<b>1.8 Voluntary Aided Primary Schools – September 2012 intake***</b>
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SCHOOL	PRIMARY ADMISSION LIMIT
Boutcher C of E	30
Dulwich Village C of E	90
English Martyrs RC	60
Peter Hills with St Mary's & St Paul's C of E	30
Saint Joseph's Catholic, Borough	30
St Anthony's RC	45
St Francesca Cabrini RC	60
St Francis RC	60
St George's C of E	30
St George's Cathedral RC	60
St James' C of E	30
St James the Great RC	30
St John's C of E	30
St John's RC	30
St John's & St Clement's C of E	60
St Joseph's RC, George Row	45
St Joseph's RC, Gomm Road	30
St Joseph's RC Infants	60
St Joseph's RC Juniors**	60
St Jude's C of E	30
St Mary Magdalene C of E	30
St Paul's C of E	45
St Peter's C of E	30
The Cathedral School of St Saviour & St Mary Overie	30

<b>1.9 Foundation Primary Schools – September 2012 intake***</b>
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SCHOOL	PRIMARY ADMISSION LIMIT
Charlotte Sharman	60
Friars	30
Surrey Square Infants	60
Surrey Square Juniors **	60

\* A proposal is currently underway to open a 60 place primary school provision at Harris Academy Peckham.

\*\* Admission Limit for Year 3.

\*\*\* Please note that Academies, Voluntary Aided and Foundation schools may consult separately on their admission number for 2011/12 which will supersede the information above.

## 2. Southwark Community Schools Nursery Classes

### **2.1 Over-subscription Criteria for Nursery Classes**

- (i) Children in public care (looked after children);
- (ii) Children with educational, medical or social needs where professional advice indicates that placement would be beneficial; this includes children with a statement of special educational needs which names the nursery class;
- (iii) Children who will have a brother or sister attending the school at the time of entry;
- (iv) Children for whom it is their nearest maintained nursery class or nursery school.

#### **Note**

Schools close to the Southwark border may, if they wish, delete reference to Southwark residents if they normally and regularly admit children to the nursery class who live in neighbouring boroughs.

Where children are cared for by a local authority registered childminder, parents/carers can opt to have the childminder's address as the point from which distance is measured. However, some schools have opted not to include this in their admissions criteria.

In both of the above instances parents/carers should request further information from the school(s).

**NOTE: THESE EXCEPTIONS DO NOT APPLY FOR APPLICATIONS TO INFANT/JUNIOR CLASSES**

### 3. Southwark Nursery Schools

#### 3.1 Admission Number

Dulwich Wood	80 full time equivalent
The Grove	60 full time equivalent
Kintore Way	120 full time equivalent
Nell Gwynn	140 full time equivalent
Ann Bernadt	80 full time equivalent

#### 3.2 Oversubscription Criteria

In the event of there being more applications than places available, priority will be given to children who are living in Southwark. Of these children places will be allocated in the following order: -

- (i) Children in public care (looked after children)
- (ii) Children with educational, medical or social need where a professional review indicates that placement would be beneficial
- (iii) Children who will have a brother or sister attending the nursery at the time of entry
- (iv) Children for whom it is their nearest maintained nursery class or nursery school
- (v) Age – in order to maintain a balance of 3+ and 4+ children

For children who are cared for by a local authority registered child minder, families can opt to have the distance between the childminder's home and the school measured, rather than the home address if they prefer.

Where places remain available after all Southwark applicants have been allocated places, the above criteria are applied, in the same order, to out-borough applications.

#### 3.3 Proof of Address

When offered a place at a school, the offer will be conditional until proof of address has been given. Original copies of the following documentation will be required:

- child benefit documentation
- council tax bill
- one other from bank statement, TV licence, credit card or store card statement

Proof of address must be supplied within 15 days of the date of the offer of a place.

Occasionally we have reason to suspect that a family does not live at the address stated. If this is the case, we will carry out an investigation. Should we discover that a parent is making a fraudulent claim the offer of a place may be withdrawn.

**3.4 Application Lists**

- Each Nursery School maintains application lists
- Places are allocated for admissions in September and January of each year – in line with the admission criteria.
- As vacancies arise during the course of the year, places are allocated from those applications remaining in line with the admission criteria.

**3.5 Application Procedures and Timescales**

- Applications for a nursery place can be made at anytime after the child's second birthday
- Children whose third birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> August, who can be offered a place, will receive the offer in June for a September start date.
- Children whose third birthday falls between 1<sup>st</sup> September and 28<sup>th</sup> (or 29<sup>th</sup>) February, who can be offered a place, will receive the offer in November for a January start date.
- Every child starts at nursery school on a part time basis.

<b>Item No.</b> 22.	<b>Classification:</b> Open	<b>Date:</b> 22 March 2011	<b>Meeting name:</b> Cabinet
<b>Report title:</b>		Southwark coordinated schemes for Secondary, Primary and In Year Admissions 2012	
<b>Ward(s) or groups affected:</b>		All	
<b>Cabinet Member:</b>		Councillor Catherine McDonald, Children's Services	

## **FOREWORD – COUNCILLOR CATHERINE McDONALD, CABINET MEMBER FOR CHILDREN'S SERVICES**

1. Southwark Council is responsible for coordination of applications for admission to all schools in the borough and is signed up to the pan London agreement to deliver this service. The coordinated admissions schemes have been developed to ensure a fair and transparent system to allocate school places at normal point of entry and in year.
2. The introduction of a coordinated admissions process across London for primary school applications will assist a larger number of families to receive a school of their preference as all families across London will now receive a single offer for their child to join a reception class.

## **RECOMMENDATION**

3. That Cabinet agrees the Secondary, Primary, Junior and In Year coordinated admissions schemes for 2012 admissions attached as appendices 1, 2, 3 and 4 of this report respectively.

## **BACKGROUND INFORMATION**

4. Admission arrangements must adhere to the requirements of the School Standards and Framework Act 1998, The School Admissions (Admission Arrangements) (England) Regulations 2008, School Admissions (Co-Ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code of Practice 2010. These arrangements apply to admission authorities of all maintained schools and academies
5. The local authority is the admissions authority for Southwark community primary schools and is also responsible for coordinating school admission applications on behalf of all Southwark residents applying for a place at a secondary or primary maintained school/academy in England. This includes admissions at normal point of entry e.g. to primary reception year, Junior Year 3 and secondary Year 7, as well as all in-year admissions. Arrangements for these coordinated admissions are negotiated and agreed across all 33 London local authorities to form a pan London admissions scheme.
6. Admission applications to secondary schools have been successfully coordinated by the local authority for the last six years. The first year of coordinated admissions for primary schools is currently underway for September 2011. The coordination process for primary admissions will enable each family to apply to all the schools of their preference (irrespective of which borough the schools are located in) on a single form to their home borough then receive a single offer on 4 April. This will eliminate families that apply to schools in different boroughs from receiving separate offers from each borough they had applied to (double/triple offers) whilst other families remained on waiting lists until parents

decided which offer to accept/reject. The local authority is also in its first year of coordinating in-year admissions to secondary and primary schools.

7. Each local authority is required to undertake a consultation on their admission arrangements in line with the School Admissions Code of practice which must run for a minimum of eight weeks and end by 1 March each year.
8. Local authorities like all other admission authorities must determine their final admission arrangements to the Secretary of State by April 15 2011 for admissions from September 2012. Local authorities have a duty to publish a public notice in a local newspaper confirming these arrangements and where they can be viewed, this will take place in May 2012.

### **KEY ISSUES FOR CONSIDERATION**

9. The School Admissions Codes of Practice sets out requirements for local authorities to provide a system to enable the efficient admission of pupils to schools at normal point of entry (Reception Year, Year 3 and Year 7) and also, for all in-year admissions to maintained schools, primary and secondary. A coordinated admissions scheme for 2012 admissions must be in place with details of how this will operate within each local authority
10. Coordinated admissions schemes must enable parents in a home local authority to apply to any school in England and therefore, must set out how information will be received, processed and transferred between the LA, applicants, schools and neighbouring boroughs for secondary primary and in-year admissions. Any offer of a school place must be made by the local authority.
11. Coordinated admission arrangements provide a fair and efficient school admissions process and are able to almost entirely eliminate multiple offers being made to individual families.
12. Local authority officers across London have developed the key principles including a mix of mandatory and optional clauses for each for co-ordinated scheme to be considered and implemented by individual local authorities. Coordinated admission schemes for secondary, primary, junior and in-year are attached respectively as appendices 1, 2, 3 and 4 of this report for ease of reference, the four parts form Southwark's single coordinated admissions scheme for 2012 admissions.
13. Consultation on Southwark's co-ordinated schemes took place between 17 December 2010 and 11 February 2011, details of the consultation was sent to Governing bodies, Headteachers, community organisations including parents groups, neighbouring local authorities and other key stakeholders.
14. The current coordinated admission schemes for secondary, primary and in-year admissions have worked well and enabled successful management of school admissions. No changes have been made to these arrangements for 2012 other than dates throughout the documents to reflect the 2012 academic year.

### **Secondary coordinated admissions 2011**

15. 2,521 applications from Southwark residents were made to Southwark secondary schools (including late applications) and 1,767 from out of borough residents for admission in September 2011 making a grand total of 4,288 applications to Southwark secondary schools. Of this number, 1,427 (57%) applications from Southwark residents were made online this is an increase of 32% from last year's online application total of 662. Parents and carers are notified of the secondary school offer for their child in a letter that is sent out on 1 March each year.

### **Primary coordinated admissions 2011**

16. The admissions process for all primary applications is underway for entry to school in September 2011. 3,229 applications (on time by Southwark residents only) were received for primary school, 1,913 (59%) were made on line. Parents and carers will be notified of the primary school they have been offered for their child on 4 April 2011.

### **In Year admissions**

17. The local authority took over responsibility for coordination of in year admissions to all primary and secondary schools and academies from 1 September 2010. To date, almost 1,300 applications have been processed by the team and the new system has worked relatively smoothly.

### **The Coordination of Applications for Looked After Children**

18. Looked after children remain the highest priority on the admissions criteria for all Southwark Schools in line with the School Admissions Code of Practice. In January of each year, officers meet to identify applications received for looked after children and track the progress of these applications throughout the primary and secondary co-ordinated processes. This year, 37 applications for admission to Southwark secondary schools were received for Looked After Children (in and out borough children). All have been allocated a place at the school of their first preference. By prioritising places for looked after children the local authority is able to provide important support to children in its care and contribute towards their educational achievement.

### **The Coordination of Applications for Pupils with Statements of SEN**

19. Applications for a secondary school place for pupils with a Statement of special educational needs are processed completely separately from the main co-ordinated admission arrangements. By the deadline date of 14 February 2011 the SEN Division considered secondary transfer applications for 118 pupils with a Statement of special educational.

### **Community impact statement**

20. The Co-ordinated Admissions process is designed to produce fair and equitable access to school places for all children. Allocation of places is delivered through the strict application of admissions and oversubscription criteria of each school through a central pan London computer. Even greater emphasis is now placed on admissions authorities to achieve equity and fair access for all pupils through their admission arrangements through the Code. Additional support is made available to parents who may need support in understanding the application process and selecting schools of their preference through a School Preference Adviser who offers information and advice through outreach work delivered at schools and community centres. Support is also made available on a one to one basis on request and through referrals from schools and other agencies.



**Resource implications**

21. All costs associated with the admissions process are chargeable to the Schools Budget and are therefore met from Dedicated Schools Grant (DSG).

**SUPPLEMENTARY ADVICE FROM OTHER OFFICERS****Strategic Director of Communities, Law & Governance**

22. Cabinet is asked to agree the Secondary, Primary and In Year Co-ordinated Admissions Schemes for 2012.
23. The Strategic Director of Communities, Law & Governance is of the opinion that the document is compatible with the requirements of the School Admissions Code 2010 and the School Admissions (Co-Ordination of Admission Arrangements) (England) Regulations 2008 and with the Local Authority's Admissions Authority duties.

**REASONS FOR URGENCY**

24. The next meeting of the cabinet is scheduled for 19 April 2011. Coordinated admission arrangements must be confirmed and submitted to the Secretary of State by 15 April 2011 for implementation in the 2012 admission round. If this is not done, Southwark's coordinated admissions arrangements in 2011 will remain in place for 2012.

**REASONS FOR LATENESS**

25. It was not possible to carry out internal consultation and obtain the necessary clearance for the report to be circulated 5 clear working days in advance of the meeting.

**BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
The School Admissions Code of Practice 2010	Tooley St. HQ DfE website	Glenn Garcia
The School Standards and Framework Act 1998	Tooley St. HQ DfE website	Glenn Garcia
School Admissions (Co-Ordination of Admission Arrangements) (England) Regulations 2008	Tooley St. HQ DfE website	Glenn Garcia

## APPENDICES

Number	Title
Appendix 1	Pan London Coordinated Admission System. Southwark LA Scheme for Admission to Secondary School in September 2012
Appendix 2	Pan London Coordinated Admission System. Southwark LA Scheme for Admission to Primary School (reception year) in September 2012
Appendix 3	Pan London Coordinated Admission System. Southwark LA Scheme for Admission to Primary School (Year 3) in September 2012
Appendix 4	Pan London Coordinated Admission System. Southwark LA Scheme for In-Year Admissions from September 2012

## AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Catherine McDonald, Children's Services	
<b>Lead Officer</b>	Romi Bowen, Strategic Director of Children's Services	
<b>Report Author</b>	Glenn Garcia, Head of Pupil Access	
<b>Version</b>	Final	
<b>Dated</b>	16 March 2011	
<b>Key Decision ?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Communities, Law & Governance	Yes	Yes
Finance Director	Yes	None required
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	16 March 2011	

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

**Southwark LA Scheme for Admission to Secondary School  
in September 2012**

**SECONDARY**

Revised November 2010

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

**Southwark LA Scheme for Co-ordination of Secondary Transfer Admissions  
for September 2012 intake**

**Definitions used in the scheme**

“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry (2012/12) and the academic year preceding it (2011/12)
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register	the document containing the address verification policy of each participating LA

“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school to which an applicant/parent/carer has applied
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For secondary schools: 1st March in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“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 (Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

**PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM**

**Southwark Scheme for Co-ordination  
of Secondary Transfer Admissions to  
Year 7 in September 2012**

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

**Applications**

1. Southwark LA will advise home LAs of their resident pupils on the roll of Southwark 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 Southwark LA will be made on Southwark LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this Southwark LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Southwark LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Southwark LA will take all reasonable steps to ensure that every parent/carer who is resident in Southwark LA and has a child in their last year of primary education within a maintained school, either in Southwark LA or any other maintaining LA, receives a copy of Southwark 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 Southwark LA, and will include information on how they can access their home LA's Common Application Form.
4. The admission authorities within Southwark 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 Southwark LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
5. Where supplementary information forms are used by admission authorities in Southwark LA, they will be available on Southwark LA's website. Such forms will advise parents and carers that they must also complete their

home LA's Common Application Form. Southwark LA's admission booklet and website will indicate which schools in Southwark LA require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Southwark LA receives a supplementary information form, Southwark 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 3.7 of the School Admissions Code.
7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA (and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Southwark LA in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent or carer resident in Southwark 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. Southwark 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 Southwark LA's primary school data and the further investigation of any discrepancy. Where Southwark 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 **16 December 2011**.
10. Southwark 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 2011**.
11. Southwark 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 2011**.

### Processing

12. Applicants resident within Southwark LA must return the Common Application Form, which will be available and able to be submitted on-line, to Southwark LA by **31 October 2011**. However, Southwark LA will publish information which encourages applicants to submit their application by **21 October 2011 (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 preferences for schools in other participating LAs will be up-loaded to the PLR by **14 November 2011**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Southwark 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. \*Southwark LA will accept late applications 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 has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within this LA will be required in these cases).* Other circumstances will be considered and each case decided on its own merits.
16. Where such applications contain preferences for schools in other LAs, Southwark LA will forward the details to maintaining LAs via the PLR as they are received. Southwark 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 **16 December 2011**.
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 **16 December 2011**, on the basis that an on-time application already exists within the Pan-London system.
19. Southwark LA will participate in the application data checking exercise scheduled between **12 December 2011 and 3 January 2012** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Southwark LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. When the admission authorities within Southwark LA have provided a list of applicants in criteria order to this LA, Southwark 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. Southwark 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. Southwark LA will upload the highest potential offer available to an applicant for a maintained school or academy in Southwark LA to the PLR by **1 February 2012**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Southwark LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **14 February 2012** if this is sooner.
24. Southwark LA will not make an additional offer between the end of the iterative process and 1 March 2012 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, Southwark 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) Southwark 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, Southwark LA will accept that the applicant(s) affected might receive a multiple offer.
26. Southwark LA will participate in the offer data checking exercise scheduled between **15 and 23 February 2012** in the Pan-London timetable in Schedule 3A.
27. Southwark LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **24 February 2012**. (33 London LAs & Surrey only).

## Offers

28. The result of applications will be posted out first class on **1 March 2012**. Any applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place Applicants who did not qualify for any of the schools named on their CAF will be:
  - Notified of the outcome of their application
  - Advised on the right of appeal for those schools
  - Advised where possible how to apply for their child's name to be added to the waiting list/s of those schools
  - Offered a place at a school with a vacancy in Southwark

- Advised of contact details for neighbouring authorities where alternative vacancies may be available
28. Southwark 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. Southwark LA's outcome letter will include the information set out in Schedule 2.
  30. **On 1 March 2012**, Southwark LA will send by first class post notification of the outcome to resident applicants.
  31. \*Southwark LA will provide primary schools with destination data of its resident applicants by the end of the Summer term **2012**.

### **Post Offer**

32. Southwark LA will request that resident applicants accept or decline the offer of a place by **16 March 2012**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Southwark LA accepts or declines a place in a school maintained by another LA by **16 March 2012**, Southwark LA will forward the information to the maintaining LA by **23 March 2012**. Where such information is received from applicants after **16 March**, Southwark LA will pass it to the maintaining LA as it is received.
34. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of an offer for a maintained school or Academy in Southwark 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.
35. When acting as a maintaining LA, Southwark LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
36. When acting as a home LA, Southwark 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.
37. When acting as a home LA, when Southwark LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Southwark 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.

38. When acting as a home LA, when Southwark 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.
39. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
40. When acting as a maintaining LA, Southwark LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
41. It is proposed that waiting lists for Southwark schools are maintained only for Year 7 pupils up to **31 August 2012**. During this period any parent/carer must be informed of their ranking on the list and the over-subscription criterion which applies should they request this information.

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

**Minimum Content of Common Application Form for Admissions to  
Year 7 for September 2012**

**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/carer'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'? 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  
For September 2012 intake**

From: Home LA

Date: **1 March 2012 (sec)**

Dear Parent/Carer

Application for a Secondary School

*I am writing to let you know the outcome of your application for a secondary 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.

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 **16 March 2012 (sec)**. 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 Secondary Transfer Admissions to  
Year 7 for September 2012**

<b>Fri 21 Oct 2011</b>	Published closing date (Friday before half-term)
<b>Mon 31 Oct 2011</b>	Statutory deadline for receipt of applications
<b>Mon 14 Nov 2011</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 16 Dec 2011</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 19 Dec 2011 – Wed 4 Jan 2012</b>	Checking of application data
<b>Wed 1 Feb 2012</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Tues 14 Feb 2012</b>	Final ALT file to PLR
<b>Wed 15-Thurs 23 Feb 2012</b>	Checking of offer data
<b>Fri 24 Feb 2012</b>	Deadline for on-line ALT file to portal
<b>Thurs 1 Mar 2012</b>	Offer letters posted.
<b>Fri 16 Mar 2012</b>	Deadline for return of acceptances
<b>Fri 23 Mar 2012</b>	Deadline for transfer of acceptances to maintaining LAs

## APPENDIX 1

*\* Statutory date*

### SOUTHWARK TIMETABLE FOR CO-ORDINATED ADMISSIONS SEPTEMBER 2012

<p style="text-align: center;"><b>Closing date for applications</b> <b>31 October 2011 *</b></p>
<p style="text-align: center;"><b>Home LA sends applications to voluntary aided, foundation schools and academies</b> <b>20 November 2011</b></p>
<p style="text-align: center;"><b>Voluntary aided, foundation schools and academies return applications in ranked order according to published admissions criteria</b> <b>18 December 2011</b></p>
<p style="text-align: center;"><b>PAN London iteration process to resolve offers</b> <b>January – February 2012 *</b></p>
<p style="text-align: center;"><b>Southwark secondary schools receive information of who has been allocated places</b> <b>27 February 2012</b></p>
<p style="text-align: center;"><b>Allocation of places to those Southwark children who do not have a secondary school</b> <b>February – March 2012</b></p>
<p style="text-align: center;"><b>Offers made to parents/carers by LA of residence</b> <b>1 March 2012 *</b></p>
<p style="text-align: center;"><b>All offers to be accepted by parents/carers</b> <b>16 March 2012 *</b></p>

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

**Southwark LA Schemes for Co-ordination of Admissions to  
Reception in September 2012**

**PRIMARY**

Updated November 2010



**PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**  
**Southwark LA Scheme for Co-ordination of Reception**  
**for September 2012**

**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 (2012/13) and the academic year preceding it (2011/12)
“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 these 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

(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 school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For primary schools this date is determined annually by the Board.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with the School Admissions (Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

**PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM**

**Southwark LA Scheme for Co-ordination of Admissions to Reception  
for September 2012 intake**

*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 Southwark LA will be made on Southwark 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 Southwark LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Southwark LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Southwark LA will take all reasonable steps to ensure that every parent/carer who is resident in Southwark LA and has a child in a nursery class within a maintained school, either in Southwark LA or any other maintaining LA, receives a copy of Southwark 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 Southwark LA, and will include information on how they can access their home LA's Common Application Form.
3. The admission authorities within Southwark 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 Southwark LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used by admission authorities in Southwark LA, they will be available on Southwark LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Southwark LA's admission booklet and website will indicate which schools in Southwark LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Southwark LA receives a supplementary information form, Southwark 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. This is in accordance with paragraph 3.7 of the School Admissions Code.

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. The order of preference given on the Common Application Form will not be revealed to a school within the area of Southwark LA in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent/carer resident in Southwark 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. Southwark LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Southwark 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 **17 February 2012**.
9. Southwark 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 2012**.
10. Southwark 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 2012**.

### **Processing**

11. Applicants resident within Southwark LA must return the Common Application Form, which will be available and able to be submitted online, to Southwark LA by **15 January 2012**.
12. Application data relating to preferences for schools in other participating LAs will be up-loaded to the PLR by **3 February 2012**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Southwark 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. \*Southwark LA will accept late applications 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 has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within this LA will be required in these cases). Other circumstances will also be considered and each case decided on its own merits.*

15. Where such applications contain preferences for schools in other LAs, Southwark LA will forward the details to maintaining LAs via the PLR as they are received. Southwark 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 **17 February 2012**.
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 **17 February 2012**, on the basis that an on-time application already exists within the Pan-London system.
18. Southwark LA will participate in the application data checking exercise scheduled between **20 February and 2 March 2012** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Southwark LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. When the admission authorities within Southwark LA have provided a list of applicants in criteria order to this LA, Southwark 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. Southwark 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. Southwark LA will upload the highest potential offer available to an applicant for a maintained school or academy in Southwark LA to the PLR by **15 March 2012**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Southwark LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **21 March 2012** if this is sooner.

23. Southwark LA will not make an additional offer between the end of the iterative process and the 18 April 2012 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 Southwark 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) Southwark 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, Southwark LA will accept that the applicant(s) affected might receive a multiple offer.
25. Southwark LA will participate in the offer data checking exercise scheduled between **22 March and 12 April 2012** in the Pan-London timetable in Schedule 3B.
26. Southwark 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 2012**. (33 London LAs & Surrey only).

### Offers

27. Southwark 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  
Applicants who did not qualify for any of the schools named on their CAF will be:
  - Notified of the outcome of their application
  - Advised on the right of appeal for those schools
  - Advised where possible how to apply for their child's name to be added to the waiting list/s of those schools
  - Offered a place at a school with a vacancy in Southwark
28. Southwark 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. Southwark LA's outcome letter will include the information set out in Schedule 2.
30. Southwark LA will, on **18 April 2012**, send by first class post notification of the outcome to resident applicants. (In subsequent years, this date will be substituted for the date prescribed by the Board, which will be set taking into account the statutory requirement for data to be exchanged between LAs by 31 March and the dates set for public holidays and the school holiday period).

31. \*Southwark LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term **2012**.

### **Post Offer**

32. Southwark LA will request that resident applicants accept or decline the offer of a place by **2 May 2012**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Southwark LA accepts or declines a place in a school maintained by another LA by **2 May 2012**, Southwark LA will forward the information to the maintaining LA by **16 May 2012**. Where such information is received from applicants after **2 May**, Southwark LA will pass it to the maintaining LA as it is received.
34. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of an offer for a maintained school or Academy in Southwark 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.
35. When acting as a maintaining LA, Southwark LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
36. When acting as a home LA, Southwark 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.
37. When acting as a home LA, when Southwark 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.
38. When acting as a home LA, when Southwark 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.
39. When acting as a maintaining LA, Southwark LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
40. When acting as a maintaining LA, Southwark LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
41. It is proposed that waiting lists for Southwark schools are maintained only for Reception pupils up to **31 August 2012**. During this period any

parent/carer must be informed of their ranking on the list and the over-subscription criterion which applies should they request this information



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

**Minimum Content of Common Application Form for Admissions to  
Reception for September 2012 intake**

**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/carer'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'? 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 Reception in 2012**

From: Home LA

Date: **18 April 2012 (prim)**

Dear Parent,

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 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.

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 **2 May 2012 (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 3B**

**Timetable for Admissions to Reception in 2012**

<b>Sun 15 Jan 2012</b>	Statutory deadline for receipt of applications
<b>Fri 3 Feb 2012</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 17 Feb 2012</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 20 - Fri 2 Mar 2012</b>	Checking of application data
<b>Wed 15 Mar 2012</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Wed 21 Mar 2012</b>	Final ALT file to PLR
<b>Thur 22 Mar-Thur 12 Apr 2012</b>	Checking of offer data
<b>Fri 13 Apr 2012</b>	Deadline for on-line ALT file to portal
<b>Wed 18 April 2012</b>	Offer letters posted.
<b>Wed 2 May 2012</b>	Deadline for receipt of acceptances
<b>Wed 16 May 2012</b>	Deadline for transfer of acceptances to maintaining LAs

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

**Southwark LA Schemes for Co-ordination of Junior School  
(Year 3) Admissions for 2012/2013**

**JUNIOR SCHOOL  
(YEAR 3)**

## **Pan London Co-ordinated Admissions Scheme 2012/13 - Appendix**

### **Protocol for co-ordination of Junior School (Year 3) Admissions**

#### **Applications**

Applications from residents of Southwark LA will be made on Southwark LA's Common Application Form for admission to Year 3 in a Junior School. The form will be available from this LA and will also be downloadable from this LA's website.

The application will follow sections 1-10 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2012/13.

#### **Processing**

Applicants resident within Southwark LA must return the Common Application Form to Southwark LA by **15 January 2012**.

Southwark LA will pass details of any preference for a school in the area of another LA to the maintaining LA using the Pan London Secure Document Exchange by **3 February 2012**. Supplementary information provided with the Common Application Form will be sent to the maintaining LA by the same date.

The latest date for sending a late application which is deemed to be on-time within the terms of Southwark LA's scheme is **17 February 2012**.

Southwark LA will inform the home LA of the highest potential offer available to an applicant for a Junior school in this LA's area no later than **31 March 2012**. (*LAs with Junior schools only*).

Southwark LA, as a Home LA, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information by **31 March 2012**.

The processing of the application will follow sections 14, 15, 17 and 19 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2012/13.

#### **Offers**

Southwark LA will, on **18 April 2012**, send by first class post notification of the outcome to resident applicants. (Where Southwark LA's date differs from the Pan London date for despatch of reception outcome letters, Southwark LA will agree an alternative date with the maintaining LA).

The offer of places will follow sections 27-29 and 31 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2012/13.

#### **Post Offer**

The post offer process will follow sections 32-41 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2012/13.

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

**Southwark LA Schemes for Co-ordination of In Year  
Admissions for 2012/2013**

**IN-YEAR**

Updated November 2010

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

**Southwark LA Scheme for Co-ordination of In Year Admissions for 2012/2013**

**Definitions**

‘the Home LA’	the LA in which the child is resident
‘the Maintaining LA’	the LA which maintains a school to which an applicant applied

**Section 1: Applications**

1. Applications for children resident in this LA will be made on this LA’s Common Application Form. This will include all the fields and information specified in Schedule 1 to this Protocol. These will be supplemented by any additional fields and information which are deemed necessary by Southwark LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Southwark LA will allow parents and carers to submit an online enquiry through the LA website to express an interest in applying for a school place in-year.
3. All Admission Authorities within Southwark LA will be expected to provide details of their vacancies in each year group on a regular basis as determined by the LA.
4. The admission authorities within Southwark LA will not use supplementary 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 forms are used by the admissions authorities within Southwark LA. The LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
5. Where supplementary forms are used they will be available from the school concerned and available on the LA’s website. Any supplementary forms must advise parents and carers that they must also complete their home LA’s Common Application Form. Southwark LA’s admission booklet and website will indicate which of this LA’s schools require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Southwark LA receives a supplementary form, it will not consider it to be a valid application until the parent/carer has also listed the school on their Home LA's Common Application form in accordance with paragraph 3.7 of the School Admissions Code.
7. Applicants will be able to express a preference for a maximum of six maintained primary, secondary schools or Academies within and/or outside of the home LA (and any CTC that has agreed to participate in their LA's scheme). Southwark LA will accept any preference received from a home LA for a maintained school or academy in its area.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Southwark LA in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent or carer of a child resident in Southwark 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 a child is eligible for a place at more than one school in that LA's area.
9. Southwark LA undertakes to carry out address verification for each application made by a resident within Southwark LA. Where Southwark 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 as soon as it becomes apparent.
10. Southwark LA will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in this LA's area as soon as it is received.
11. Southwark LA will advise a maintaining LA of the reason for any preference expressed for a school not in Southwark LA's area, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

## **Section 2: Processing**

12. Applicants with children resident within Southwark LA must complete and return the Common Application Form to Southwark LA.
13. An application for a child resident outside of Southwark LA will not be considered until a Common Application Form has been completed and returned to the Home LA.



14. Applications to non community schools will be sent on the day of receipt to the named admissions contact person at each school in order for governing bodies to consider against their admissions criteria within **10 working days**.
15. We will aim to share application data relating to preferences for schools in another LA with them within **5 working days** of the application being received. Supplementary information received with the Common Application Form will be sent to maintaining LA's by the same date.
16. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative arrangements will be made to forward data and supporting information to LAs that do not have access to this site.
17. Where it is the policy of this maintaining LA to request background from a previous school before a place is offered, acting as a home LA, it will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received.

### **Section 3: Offers**

18. Southwark LA will aim to share the outcome of an application for one of its schools with the Home LA within **10 school days** of receiving the data. (Where it is clear to Southwark LA that no vacancy exists for the child, Southwark LA will inform the home LA as soon as possible after receipt of the application data). If it has not been possible to make a decision within **10 school days**, Southwark LA undertakes to send details of the outcome of an application for one of its schools to the Home LA as soon as the decision is made but within at least **20 working days** of receiving the application data.
19. Where it has not been possible to share the outcome of an application within **10 school days** of receiving the data, Southwark LA understands that the Home LA may send an outcome letter advising the parent/carer that a decision has not yet been made in respect of Southwark LA's school.
20. Acting as Home LA, Southwark LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within **10 school days**, and where it has been informed by a maintaining LA that a place is available, will advise that LA whether the place is required.
21. Acting as the Home LA, Southwark LA will inform each applicant within its area of their highest offer of a school place and where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for

schools in the Home LA or in other LAs within **20 working days** of receipt of the application.

22. Where it has not received an outcome for a school within another LA which is a higher preference than the school offered, Southwark LA will case manage that application until an outcome can be sent in respect of each such school named on the Common Application Form.
23. Where a parent/carer moves from one Home LA to another after submitting an application, the previous Home LA will not pass responsibility to the new Home LA until an outcome has been sent for each of the preferences made.
24. Once an outcome has been sent for each of the preferences made, the new Home LA will accept the application from the date of the move, once they are satisfied that the family has moved.

#### **Section 4: Post-offer**

25. Southwark LA will request that resident parents and carers accept or decline the offer of a place within two weeks.
26. Where a parent/carer does not respond within this timeframe and the application is for an out-borough school, Southwark LA will make every reasonable effort to contact the parent/carer to find out whether or not they wish to accept the place, and if necessary, will liaise with the maintaining LA. Only where the parent/carer fails to respond and Southwark LA can demonstrate that every reasonable effort has been made to contact the parent/carer, will the offer of a place be withdrawn.
27. Where a parent/carer resident in this LA accepts or declines a place in a school maintained by another LA, Southwark LA will forward the information to the maintaining LA as soon as it is received.
28. Southwark LA will inform the home LA whether the child offered a place at a school in its area has been admitted to the school within **5 school days** of the start date.

#### **Section 5: Waiting Lists**

29. Where a place is available to be offered from the waiting list to a child resident in another LA, Southwark LA will advise the Home LA so that they might formally offer the place.
30. Where Southwark LA is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.

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