

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.