

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

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

**IN-YEAR**

**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.