

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

**Southwark Scheme for Co-ordination of Admissions to Reception
in 2014**

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form (paper or online) that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order. Southwark LA requires all applicants to complete an online Common Application Form via the London eAdmissions portal
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the oversubscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the 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 must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. For primary schools – 16 April (if this date falls on the weekend then the previous 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 Southwark LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary schools and academies.

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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 using the online Common Application Form via the London eAdmissions portal and must be submitted online. This will include all the fields and information specified in Schedule 1 to our 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 this borough and has a child in a nursery class within a maintained school, either in Southwark LA or any other maintaining LA, has access to a copy of the Southwark admissions booklet, the London eAdmissions portal to complete the online Common Application Form and details of how to apply online. Where there are exceptional circumstances and the parent/carer is unable to apply online, a paper Common Application Form will be made available and must be returned to Southwark LA. The admissions booklet will also be available online for parents/carers who do not live in this borough, 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, we will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with *paragraph 2.4 of the School Admissions Code 2012*.
4. Where supplementary information forms are used by admission authorities in Southwark LA, they will be available on our Southwark 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 require supplementary forms to be completed and where they can be obtained.

5. Where a school in Southwark LA receives a supplementary information form, we will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with *paragraph 2.3 of the School Admissions Code 2012*.

*Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.

6. 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 1.9 of the School Admissions Code 2012*. 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.
7. 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 Southwark 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 14 February 2014.
8. Southwark LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Looked After or Previously Looked After Child' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2014**.
9. 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 2014.

Processing

10. Applicants resident within Southwark LA must submit the online Common Application Form via the eAdmissions portal, to Southwark LA by **15 January 2014**.
11. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Southwark LA's scheme, will be uploaded to the PLR by **3 February 2014**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
12. Southwark LA shall, in consultation with the admission authorities within Southwark'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.

13. *Southwark LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
14. 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.
15. 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 **14 February 2014**.
16. *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 **14 February 2014**, on the basis that an on time application already exists within the Pan-London system.
17. Southwark LA will participate in the application data checking exercise scheduled between **17 and 24 February 2014** in the Pan-London timetable in Schedule 3B.
18. All preferences for schools within Southwark LA will be considered by the relevant admission authorities without reference to rank order in accordance with *paragraphs 1.9 of the School Admissions Code 2012*. When the admission authorities within Southwark LA have provided a list of applicants in criteria order to this LA, we 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'.]
19. 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.
20. Southwark LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **17 March 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. 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 2014** if this is sooner.

22. Southwark LA will not make an additional offer between the end of the iterative process and the 16 April 2014 which may impact on an offer being made by another participating LA.
23. 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.
24. Southwark LA will participate in the offer data checking exercise scheduled between **24 March and 10 April 2014** in the Pan-London timetable in Schedule 3B.
25. Southwark LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2014**. (33 London LAs & Surrey only).

Offers

26. 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. This will be the nearest school to the child's home with a vacancy remaining after the iteration process has finished.
27. 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.
28. Southwark LA's outcome letter will include the information set out in Schedule 2.
29. Southwark LA will, on **16 April 2014**, send by first class post notification of the outcome to resident applicants.
30. *Southwark LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2014.

Post Offer

31. Southwark LA will request that resident applicants decline the offer of a place by **30 April 2014**, or within two weeks of the date of any subsequent offer.
32. Where an applicant resident in Southwark LA accepts or declines a place in a school maintained by another LA by **30 April 2014**, Southwark LA will

forward the information to the maintaining LA by **14 May 2014**. Where such information is received from applicants after **30 April**, Southwark LA will pass it to the maintaining LA as it is received.

33. Where a place becomes available in an oversubscribed maintained school or academy in Southwark LA's area, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*.
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 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. All waiting lists will be ranked according to the school's published oversubscription criteria and be held by the local authority until 31 August 2014, after this date if any waiting lists remain they will then be returned to the school.

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

**Minimum Content of Common Application Form for Admissions to
Reception in 2014**

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (x 6 recommended):

Name of school
Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child a 'Child Looked After(CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or
'Special Guardianship Order'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

For applications made online, applicants must read and accept the declaration before submitting the form.
For paper applications, the signature of the parent/guardian and the date of signature are required.

* 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.

SCHEDULE 2

Template Outcome Letter for Admissions to Reception in 2014

From: Home LA

Date: **16 April 2014**

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 had 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.

*If this school is one of your child's preferences then the offer of a school place is automatically accepted on our system. 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. Please return the reply slip to me by **30 April 2014**.*

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.

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 2014

Wed 15 Jan 2014	Statutory deadline for receipt of applications
Mon 3 Feb 2014	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 14 Feb 2014	Deadline for the upload of late applications to the PLR.
Mon 17 – Mon 24 Feb 2014	Checking of application data
Mon 17 Mar 2014	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 21 Mar 2014	Final ALT file to PLR
Mon 24 Mar-Thur 10 Apr 2014	Checking of offer data
Fri 11 Apr 2014	Deadline for on-line ALT file to portal
Wed 16 April 2014	Offer letters posted.
Wed 30 April 2014	Deadline for receipt of acceptances
Wed 14 May 2014	Deadline for transfer of acceptances to maintaining LAs