

Appendix 4

Southwark In-year Admissions Process from September 2010

From September 2010 local authorities are required to co-ordinate and manage all in-year admission applications to both primary and secondary schools/academies and must have an agreed in-year co-ordinated admission scheme. The procedure note below sets out the process and timeframe to be followed for in-year admissions in line with Southwark's In-Year Admissions Co-ordinated scheme.

Southwark School Admissions team will:

- Co-ordinate and process all in-year admissions to primary and secondary schools;
- Provide a common application form (CAF) and access to any supplementary information forms;
- Ensure in-year admissions are processed within 20 working days

Schools will be required to:

- Provide vacancy numbers of school places to the local authority (LA);
- Provide the LA with Supplementary Information forms (SIF) where applicable;
- Provide a named contact for admissions to their schools and notify the LA of any changes to their contact details immediately.
- Refer any in-year applicant queries to the Southwark admissions team
020 7525 5337

The process:

1. Southwark parent/carers to apply to Southwark admissions team for a school place.
2. During the registration process the parent/carer will be given/sent an In-year Common Application form (CAF) to complete with supplementary forms required for selected schools. Applications will not be considered until a CAF has been completed.
3. The CAF and SIF can be downloaded by schools/applicants and a hard copy can be obtained from a Southwark One Stop Shop or by telephone 0207 525 5337.
4. The completed CAF and SIF should be returned to the LA. If information given by the applicant requires further details an in-year admissions officer will contact the parent or carer to arrange a registration meeting at a Southwark office. The parent/carer will also be advised of any additional documentation to bring with them.
5. Interviews **must not** be used to form part of the selection process by any admissions authority before an offer is made.
6. Community schools – the LA will process the CAF, ranking community school preferences according to Southwark's oversubscription criteria. All applications will be checked to ensure that all required documentation has been completed and all relevant checks have been made within **5-10 working days** and school notified of admissions details.

7. VA, Foundation school and Academies – LA to contact VA, Foundation school or Academies to notify them that an application has been made for their school and is waiting electronically on the LA's Statistics Module database. This is to ensure that the governing body has time to respond upon receipt. The governing body/admissions authority may request that any application details be faxed to the school.
8. Out borough schools – Applications from a child living within Southwark applying to a school within another borough. Southwark will aim to share completed application data and any supplementary information with the LA the school is based in (maintaining LA) within **5 working days** of the application being fully completed.
9. LA to process community school applications **within 5-10 working days** and schools notified.
10. Where the school is its own admission authority and also requires a supplementary form they will consider applications at this stage and notify the LA whether a school place can be offered **within 10 working days**.
 - Where a school place has been offered in Southwark VA, Foundation school or Academy, the admissions authority/governing body will notify the LA of the start date;
 - Where a place has not been offered in a Southwark VA, Foundation school or Academy, the admissions authority/governing body will notify the LA of the reason for refusal;
 - If a place has not been offered at the school of preference, the LA will advise parents/carers of their right to an appeal hearing and be placed on the school's waiting list;
 - LA will pursue an alternative offer for the child.
11. The LA will notify the parent/carer in writing on behalf of the admissions authority of whether or not a school place has been offered. The letter will state the start date if a school place has been offered or the reason for refusal **within 5 working days**.
12. All offers made by Southwark LA will be conditional until original documentation has been provided by the parent/carer and checked by the school where the offer of a place has been made. Documentation will be required to prove the child's date of birth and their home address such as a birth certificate, passport, Council Tax or utility bills. If a fraudulent application is discovered the LA will withdraw the offer of a place and offer to the next child on the school's waiting list.
13. The parent/carer will have a two week period to either accept or refuse the offer of the school place. If no response is received, the LA will do everything possible to contact the parent/carer.
14. If the child is not offered a school place after **10 working days** the child will be placed on Southwark's Children out of School list.
15. If a child is deemed to be in one or several categories of the In-Year Fair Access Protocol at the point of application, the in-year admissions process WILL NOT be used. These applications will be processed by the LA under the In-Year Fair Access Protocol - schools, parents/carers will be notified in writing accordingly.