

London Borough of Croydon

Template Pan-London Scheme for Co-ordination of Admission to Reception in Maintained Schools and Academies in 2016/17

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PAN-LONDON CO-ORDINATED ADMISSIONS TO RECEPTION IN 2016/17

Definitions used in the 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 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”	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 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 or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 16 April (primary) 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 (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2014, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

Primary Scheme for co-ordination of admissions to Reception in September 2016/17

Introduction

- The mandatory elements of the Pan-London scheme are in normal text.
- Highly desirable elements of the Pan-London scheme are denoted by a star.
- Local clarification of our scheme is in italics.

Applications

1. Applications from residents of Croydon LA will be made on this 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 Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Croydon LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, is able to access a copy of Croydon LA's '*Admissions to Primary Schools*' prospectus with details of how to apply online. This information will also be available to parents/carers who do not live in Croydon LA.
3. The admission authorities within Croydon 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 Croydon LA, the LA 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 2014*.
4. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on this LA's website or on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon's admission prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Croydon LA receives a supplementary information form, this 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 2.3 of the School Admissions Code 2014.

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. *Applicants will be advised that they will receive no more than one offer of a school place on 18 April 2016, unless they have also applied for a school in an LA which is not participating in the Pan-London scheme and it has not been possible to resolve a multiple offer with the LA. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school in a non-participating LA, this LA will pass relevant details on to that authority, but if possible, will resolve any multiple offers with them.*
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Croydon LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon 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. Croydon LA undertakes to carry out the address verification process as defined by the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon 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 **15 February 2016**.
10. Croydon 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 2016**.
11. Croydon 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 2016**.

Processing

12. Applicants resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15 January 2016**. Submitted applications cannot be amended after the closing date.

13. *Supplementary Information Forms for schools in Croydon LA must be returned directly to the relevant school by the date specified by the school. Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.*
14. *This LA will send admission authorities details of their applications on **8 February 2016**. Schools that require a supplementary information form will check that a supplementary information form has been completed for each child. Schools will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common application Form, schools will share this information with Croydon LA.*
15. *Any changes to the preferences or the order of preference on a Common Application Form after **15 January 2016** will usually mean that the application will be treated as late by Croydon LA (see paragraphs 37 to 42 for more details on late applications).*
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this Croydon LA's scheme, will be up-loaded to the PLR by **3 February 2016**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information to non-participating LAs.*
18. Croydon 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 its own timetable for the processing of preference data and the application of oversubscription criteria.
19. **Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. **The latest date that an application that is late for good reason can be accepted for a resident of this LA is 12 February 2016.***
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.

21. 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 **15 February 2016**.
22. *Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up to **15 February 2016**, on the basis that an on-time application already exists within the Pan-London system.
23. Croydon LA will participate in the application data checking exercise scheduled between **16 and 23 February 2016** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon 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 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon 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'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **1 March 2016**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **15 March 2016**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this 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 **23 March 2016** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **18 April 2016** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at one of this 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) Croydon 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, Croydon LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **24 March and 12 April 2016** in the Pan-London timetable in Schedule 3.
32. Croydon 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 2016**. (33 London LAs & Surrey only).

Offers

33. Croydon LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place. *This will usually be the nearest school to the child's home address which has a place available.*
34. Croydon 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.
35. This LA's outcome letter will include the information set out in Schedule 2.
36. *On **18 April 2016**, Croydon LA will send by first class post, notification of the outcome to resident applicants who did not receive a place at their higher preference school or who made a paper application. Resident applicants who received a place at their highest ranked school and who applied online will be able to view their outcome online as well as accept or declined their offer.*
37. Resident applicants who are not successful in their application will be offered the right to appeal.

Late applications

38. **Croydon LA will accept late applications as 'on-time' 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 who has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Croydon LA*

will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

39. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
40. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be the **10 February 2016**. The date for an out-borough resident is fixed by the relevant home LA.*
41. 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 **15 February 2016**.
42. *Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up to **15 February 2016**, on the basis that an on-time application already exists within the Pan-London system.
43. *Applications which are late for no good reason and those that are received after 10 February 2016 but before 18 April 2016 will not be considered in the initial allocation round but will be allocated after all on-time preferences have been processed. If the application is from a resident of Croydon LA and they cannot be offered a place at one of their preferences, they will be considered for a place at other maintained schools in this LA with vacancies, in accordance with the school's admissions criteria, after all unplaced on-time applicants have been considered. If the application is from a resident of another LA, their application will only be considered for the schools to which they have applied.*

Post Offer

44. Croydon LA will request that resident applicants accept or decline the offer of a place by **2 May 2016**, or within two weeks of the date of any subsequent offer.
45. *If they do not respond by this date, the LA or the school, where it is its own admission authority, will make every reasonable effort to contact the applicant to find out whether or not they wish to accept the place. Only where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, will the offer of a place be withdrawn.*
46. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **2 May 2016**, Croydon LA will forward the information to the maintaining LA by **16 May 2016**. Where

such information is received from applicants after **2 May**, Croydon LA will pass it on to the maintaining LA as it is received.

47. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
48. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this 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.
49. When acting as a maintaining LA, Croydon LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
50. When acting as a home LA, Croydon 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.
51. When acting as a home LA, when Croydon 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.
52. When acting as a home LA, when Croydon 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 49 and 50 shall apply to the revised order of preferences.
53. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
54. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
55. *Acceptances and declines from out-borough residents will be passed onto the appropriate schools once received by Croydon LA.*

Late Applications received between 18 April 2016 and 31 August 2016

55. *In the period **18 April 2016 to 31 August 2016**, Croydon LA will accept new applications (including additional preferences) from applicants living within its area.*

56. *New applicants living within Croydon LA must complete a Common Application Form. Where such an application includes a preference for out-borough schools, this LA will pass on the preferences to the maintaining LAs without delay.*
57. *When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools in this area.*

Waiting lists

58. Croydon LA will maintain waiting lists for each school in its area *with the exception of Voluntary Aided Schools who will maintain their own waiting lists*. Applicants not offered a place at a school or at a school listed as a higher preference on their Common Application Form will be automatically placed on the waiting list in the order of the published oversubscription criteria. Applicants will be notified by Croydon LA if a place becomes available and will be asked to confirm their acceptance. Where the place is accepted, any lower preference previously offered will be withdrawn.
59. Requests to be placed on a waiting list for a school which was placed as lower preference than the school offered or for a new school must be made via the home LA. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school.
60. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
61. Applications received after 18 April 2016 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.
62. Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.
63. When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carers or home LA of the offer.
64. *Where the first child is a resident of this LA, Croydon LA will issue the offer letter to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*

65. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school in this 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.
66. When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.
67. Admission authorities within Croydon LA will not inform any applicant that a place can be offered.
68. When acting as a home LA, Croydon 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.
69. When acting as a home LA, when Croydon 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.
70. When acting as a home LA, when Croydon 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 63, 64 and 65 shall apply to the revised order of preferences.
71. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
72. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2016**. Applicants wishing to remain on a school's waiting list after this date must apply using the In-Year Application Form.*
72. *Waiting lists will be maintained and places allocated, as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

Applications for places in Reception after 31 December 2016 and applications to year groups other than to the Reception class.

73. *Applications for places in Reception after 31 December 2016 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions (except in the case of applications for*

transfer from Year 2 in infant schools to Year 3 in junior schools – please refer to Croydon’s primary prospectus ‘Admissions to primary schools 2016/17’ for more information.

- 74. Applications will be made and considered in line with the local Authority’s coordinated scheme for in-year admissions. Please refer to Croydon’s website and in-year guidance for more information.*

SCHEDULE 1

This LA's Common Application Form for Reception will contain the following fields as a minimum.

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:

Signature of parent or guardian
Date of signature

* No statemented pupil details will be sent via the PLR.

SCHEDULE 2

DRAFT OUTCOME LETTER FOR ADMISSION TO RECEPTION IN 2016/17

- ***Paragraphs in bold italic will be included in a first preference offer letter.***
- ***All paragraphs will be included in any other preference offer letter.***

From: Home LA

Date: **18 April 2016**

Dear Parent/Carer

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 London Borough of Croydon are given in the attached guidance notes. If the school is outside the London Borough of Croydon, 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 will automatically be 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 2016. If you have any questions about this letter, please contact me on _____.

Yours sincerely

SCHEDULE 3B

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Reception in 2016/17

Fri 15 Jan 2016	Statutory deadline for receipt of applications
Wed 3 Feb 2016	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 15 Feb 2016	Deadline for the upload of late applications to the PLR.
Tues 16 – Tues 23 Feb 2016	Checking of application data
Tues 15 Mar 2016	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Wed 23 Mar 2016	Final ALT file to PLR
Thurs 24 Mar- Tues 12 Apr 2016	Checking of offer data
Wed 13 Apr 2016	Deadline for on-line ALT file to portal
Mon 18 April 2016	Offer letters posted.
Mon 2 May 2016	Deadline for receipt of acceptances
Mon 16 May 2016	Deadline for transfer of acceptances to maintaining LAs.