

# London Borough of Croydon

## **Template Pan-London Scheme for Co-ordination of Admissions to Year 7 in Maintained Schools and Academies in 2016/17**

### Contents

Page 2: Definitions used in this document

Page 4: Template scheme for co-ordination of admissions to Year 7 in  
September 2016

Page 11: Content of Common Application Form -Year 7 (Schedule 1)

Page 13: Template outcome letter -Year 7 (Schedule 2)

Page 15: Timetable for Year 7 Scheme (Schedule 3A)

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### Template LA Schemes for Co-ordination of Admissions to Year 7

#### 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 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 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 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 (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, <i>or within whose area an academy is situated, for which a preference has been expressed</i>
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> 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. For secondary schools: 1 March 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 secondary schools, free schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template Scheme for Co-ordination of Admissions to Year 7 in 2016/17

All the numbered sections contained in this scheme are mandatory, With the exception of those marked with an\* which are highly desirable.

*Local clarification of Croydon scheme is in italics.*

#### Applications

1. Croydon LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from Croydon residents 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.
3. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school, either in Croydon LA or any other maintaining LA, has access to Croydon's admissions prospectus and Common Application Form, including details of how to apply online. The admissions prospectus will also be available to parents/carers who do not live in Croydon LA, and will include information on how they can access their home LA's Common Application Form *if unable to apply online*.
4. 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.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the schools' websites or a paper copy of the supplementary information form can be requested from the schools. Such forms will advise

parents that they must also complete their home LA's Common Application Form. Croydon LA's admission prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in this LA receives a supplementary information form, Croydon 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.
7. \*Applicants will be able to express a preference for up to six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Applicants will be advised that they will receive no more than one offer of a school place on 1 March 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.*
9. 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.
10. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's 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 **11 December 2015**.
11. 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 **13 November 2015**.

12. 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 **13 November 2015**.

## Processing

13. 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 **31 October 2015**. However, this LA will publish information which encourages applicants to submit their application by **23 October 2015 (i.e. the Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR. Submitted applications cannot be amended after the closing date.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Croydon LA's scheme, will be up-loaded to the PLR by **13 November 2015**. Supporting documentation provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Croydon LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. *Supplementary information forms 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.
17. *Croydon LA will send admission authorities details of their applications on **19 November 2015**. Schools that require a supplementary form will check that a supplementary form has been completed for each child and 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.*
18. \*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 **10 December 2015**.*

19. 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.
20. 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 **11 December 2015**.
21. \*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 until **11 December 2015**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **10 December 2015** but before **1 March 2016** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **14 December 2015 and 4 January 2016** in the Pan-London timetable in Schedule 3A.
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. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **11 January 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 **3 February 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 **16 February 2016** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 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 Croydon 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, this 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 **17 and 24 February 2016** in the Pan-London timetable in Schedule 3A.
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 **25 February 2016**. (33 London LAs & Surrey LA 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, after the allocation of places.*
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 **1 March 2016**, Croydon LA will send by first class post, notification of the outcome to resident applicants who did not receive an offer at their first preference of school or who made a paper application. Resident applicants who received an offer at their highest ranked school and who applied online will be able to view their outcome online on 1 March 2016 as well as accept or decline their offer.
37. Resident applicants who are not successful in their application will be offered the right to appeal.
38. \*Croydon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2015.

### **Post Offer**

39. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2016**, or within two weeks of the date of any subsequent offer.
40. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **15 March 2016**, Croydon LA will forward the information to the maintaining LA by **24 March 2016**. Where such information is received from applicants after **15 March**, Croydon LA will pass it on to the maintaining LA as it is received.
41. 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.
42. 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.
43. 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.
44. 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.
45. 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.

46. 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 43 and 44 shall apply to the revised order of preferences.
47. 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.
48. 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.
49. Children without an offer of a place at any of their preferred schools or at higher preference schools will automatically be placed on the waiting list.  
Requests to be placed on a waiting list for a school ranked as a lower preference than the school offered or for a new preference must be made via the home LA.  
Waiting lists will be maintained by the schools for at least one term until **31 December 2016** and places will be filled in accordance with each school's admission criteria. After this date, parents/carers will need to apply through the in-year application process if they wish their child to remain on a school's waiting list.

Parental enquiries about waiting list positions or appeal procedures must be made directly to the schools.

The PAN London Coordinated Secondary Scheme ends on 31 August 2016. Applications for Year 7 received after this date will be treated as in-year applications. Please refer to Croydon's website and the in-year admissions guidance for more information.

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

**Minimum Content of Common Application Form for Admissions to Year  
7 in 2016/17**

**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

\* 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.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**SCHEDULE 2**

**Template Outcome Letter for Admissions to Year 7 in 2016/17**

From: Home LA

Date: **1 March 2016**

Dear Parent,

Application for a Secondary School

*I am writing to let you know the outcome of your application for a secondary/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 why 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 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.

You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the

school you have been offered. Please use the enclosed reply slip and return it to this office OR

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.

*Please return the reply slip to me by **15 March 2016**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters will include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

**Timetable for Admissions to Year 7 in 2016/17**

<b>Fri 23 Oct 2015</b>	Published closing date (Friday before half-term)
<b>Sat 31 Oct 2015</b>	Statutory deadline for receipt of application
<b>Fri 13 Nov 2015</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 11 Dec 2015</b>	Deadline for the upload of 'late for good reason' applications to the PLR.
<b>Mon 14 Dec 2015 – Mon 4 Jan 2016</b>	Checking of application data
<b>Wed 3 Feb 2016</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Tues 16 Feb 2016</b>	Final ALT file to PLR
<b>Wed 17 – Wed 24 Feb 2016</b>	Checking of offer data
<b>Thurs 25 Feb 2016</b>	Deadline for the upload of the ALT offer file to the e.Admission system
<b>Tues 1 Mar 2016</b>	Offer letters posted.
<b>Tues 15 Mar 2016</b>	Deadline for return of acceptances
<b>Tues 22 Mar 2016</b>	Deadline for transfer of acceptances to maintaining LAs

