

SCHOOL ADMISSIONS FORUM

15 OCTOBER 2008

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2010

REPORT BY THE STRATEGIC DIRECTOR OF LEARNING AND
CHILDREN'S SERVICES

SUMMARY

This report informs the Forum about the proposals for admission arrangements to Community schools for September 2010 and asks the Forum to offer any views on the proposals prior to consultation.

ACTION FOR THE FORUM

It is recommended that the forum indicate any views on the admission criteria.

Background

1. Admission authorities are required to publish the arrangements they will make to allocate places at schools if they are oversubscribed (i.e. there are more applications than there are places available). Before determination and publication they are required to consult with other admission authorities on an annual basis.

Proposed Criteria for Community Schools

Non-Selective Secondary, Primary, Junior, Infant Schools and Nursery Classes.

2. The Local Authority intends to keep the existing arrangements for non-selective Community Schools.

Selective Community School

3. The Local Authority does not intend to make any changes to the existing arrangements for entry to The Tiffin Girls' School.
4. The criteria proposed for admission to community schools in September 2010 in each of the sectors are given below.

Criteria for Community Secondary Schools

Non-selective Community Secondary Schools:

5. If there are more applications than places available, places will be offered according to the following criteria, in this priority order.
 - i) places will be offered firstly to children who are in public care ie who are looked after by a public authority . Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
 - iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
 - iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

Selective Community School

6. The Year 7 entry criteria for The Tiffin Girls' School (selective) are :
 - i) places at The Tiffin Girls' School will be offered to girls on the basis of selection by ability as shown by their performance in the two selection tests of Non-Verbal Reasoning and Verbal Reasoning, standardised for age (within the eligible year group);
 - ii) in the event of a tied score to fill 120 places, a place or places will be offered to the child or children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

Criteria for Primary and Infant Schools

7. For Community Primary and Infant Schools the proposed criteria used to offer places if there are more applications than places available are, in order of priority:
- i) places will be offered firstly to children who are in public care ie who are looked after by a public authority. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired junior school) at the time of admission;
 - iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
 - iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

Criteria for Community Junior Schools

8. For Community Junior schools the proposed criteria used to offer places if there are more applications than places available are, in order of priority:
- i) places will be offered firstly to children who are in public care ie who are looked after by a public authority. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered secondly to children attending the "paired" community infant school;

- iii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired infant school) at the time of admission;
- iv) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- v) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

Criteria for Community Nursery Classes

9. For Community Nursery Classes the proposed criteria used to offer places if there are more applications than places available are, in order of priority:
- i) places will be offered firstly to children who are in public care ie who are looked after by a public authority. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired infant or junior school) at the time of admission;
 - iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
 - iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

Voluntary Aided and Foundation Schools Admission Criteria

10. The Governors of Voluntary Aided and Foundation Schools are responsible for their schools' admissions policy and the criteria which they use to determine the allocation of places in the event of oversubscription at their schools.
11. The latest sets of published policies used by the Aided and Foundation Schools are contained in the following LA booklets:
 - Which Secondary School?
 - Primary Schools Admissions booklet
 - Admission to Nursery Education in Kingston for 3 to 4 year olds
12. At this stage other Aided and Foundation schools have given little indication of their admissions policies for the admissions round for September 2010.
13. The proposed co-ordinated schemes for primary and secondary admissions are attached as Annex 1 and 2 of this report.

Timetable for consultation

14. The timetable for consultation on admission arrangements for September 2010 is set out below:

Oct 08	Initial consideration of LA's proposals for Community schools by School Admissions Forum
Oct – Nov 08	LA consults with Community Schools in the borough
Dec 08– Jan 09	Consultation between LA, Kingston Voluntary Aided and Foundation Schools and neighbouring LAs
11 Feb 09	Admissions Forum comments on proposed admissions arrangements
1 March 09	All admission authorities to have completed their consultations on proposed admission arrangements
20 March 09	Determination of arrangements for Community Schools by Kingston's Executive
By 15 April	Governing Bodies of Voluntary Aided and Foundation Schools determine their admission arrangements

The Forum's Recommendations

15. If the Forum wishes to raise any issues with the Local Authority related to its own criteria these will be built into the normal round of consultation with Community Schools.

16. If the Admissions Forum wishes to draw the attention, of an individual school's Governing Body, to information about admission policies of any Aided or Foundation schools or to a particular issue, this would be an opportunity to do so.

Background Papers held by Hatija Bhatia (tel: 0208 547 5284 email: Hatija.Bhatia@rbk.kingston.gov.uk

“ Which Secondary School? “ Admissions booklet
Primary Schools Admissions booklet
School Admissions Code

**THE ROYAL BOROUGH OF KINGSTON UPON THAMES
LEARNING AND CHILDREN'S SERVICES**

**CO-ORDINATED SCHEME FOR PRIMARY SCHOOL ADMISSIONS
FOR SEPTEMBER 2010**

The School Admissions Code of Practice defines the responsibilities of Local Authorities (LAs) in determining primary admissions arrangements, which must be co-ordinated within LA boundaries, from September 2006 and beyond.

Glossary of terms in the scheme

“the LA area”	means the area in respect of which the LA is the local authority
“the Home LA”	means the LA in which the applicant is resident
“the Common Application Form”	this is the form that each LA must have under the Regulations for parents to use to make their applications which must be listed in rank order
“casual admission”	means any application for a place in the first year of primary education that is received after 1 September 2009
“the specified year”	means the school year beginning in September 2009
“eligible for a place”	means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission arrangements

The Scheme

The scheme shall be determined in accordance with the provisions set out in paragraphs 1 to 29 and processed in accordance with the timetable set out in Schedule 1.

The scheme shall apply to every maintained primary school in the LA area, including Voluntary Aided and Foundation primary schools, (except special schools).

Applications

1. Applications for any maintained primary school in Kingston will be made on Kingston's Common Application Form or online, and listed in rank order of preference.

2. The Common Application Form will be used for the purpose of admitting pupils into the first year of primary or junior schools in the LA's area in September 2010.
3. Applicants will be able to express three preferences, in rank order for a primary school maintained by the LA, and be able to give reasons for each preference.
4. Applicants will receive only one offer of a Reception place at a maintained primary school place in Kingston. If a place cannot be offered at a nominated school, parents will be advised of any RB Kingston Community, VA or Foundation schools with possible vacancies and will be invited to make further applications.
5. Parents who apply for a Year 3 place at a junior school and who are not offered one of their preferences, will be advised of any RB Kingston Community, VA or Foundation schools with possible vacancies and invited to make further applications.
6. If a place cannot be offered to an applicant who does not live in Kingston he/she will be advised to contact their 'Home LA' for further guidance.
7. If a child is eligible for more than one school for which an application has been made on the Common Application Form, a place will be offered at the highest ranking nominated school for which they are eligible for a place.
8. The LA will take all reasonable steps to ensure that every parent who is resident in the LA area who will be applying for a place in a Reception class of a primary school or the first year of a junior school for their child receives a copy of the Common Application Form, and a copy of the Primary School Admissions Booklet.
9. The LA will make appropriate arrangements to ensure that the Common Application Form is available on request from the LA and from all maintained primary schools in the LA area.
10. The LA will ensure that the Common Application Form is accompanied by a written explanation of the co-ordinated admissions scheme and that parents are clearly informed of how to apply for schools outside the LA area.
11. Parents will be advised in RB Kingston's "Primary Schools Admissions Booklet" of the importance of completing supplementary information forms to enable schools which require this additional information to apply their admissions criteria. This LA will also advise parents that that not submitting a completed supplementary information form may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.

12. This LA will share the details of each application with own admission authority schools to enable schools to apply their admission criteria.
13. All preferences expressed on the Common Application Form are valid applications. The governing body of a foundation or VA school can require parents who wish to nominate, or have nominated, their school on the Common Application Form, to provide additional information on a supplementary information form only where the additional information is required for the governing body to apply their over-subscription criteria to the application. Where a supplementary information form is required it must be returned to the school(s).
14. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed a Common Application Form and the school is nominated on it.
15. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary information form where this is not strictly required for the governing body to apply their over-subscription criteria.
16. Schools which receive Common Application Forms in error must inform the LA and send the forms to them as soon as possible. If the LA receives supplementary information forms in error, it must send them to the schools as soon as possible.

Processing of Common Application Forms and determining offers in response to the Common Application Form

17. The closing date for receipt of completed Common Application Forms is **4 December 2009**. Completed Common Application Forms are to be returned to the LA.
18. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Common Application Forms. The LA will make a decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where :
 - i) it is acting in its separate capacity as an admission authority, or
 - ii) an applicant is eligible for a place at more than one school, or
 - iii) an applicant is not eligible for a place at any school that the parent has nominated.
19. By **22 January 2010**, the LA will notify admission authorities of every application that has been made for their school. This will include any information, submitted by the applicant, that schools require to apply

their over-subscription criteria.

20. By **12 February 2010**, the admission authority for each school will consider all applications for their schools, apply the school's admissions criteria and provide the LA with a list of those applicants ranked according to the school's admissions criteria.
21. The LA will match this ranked list against the ranked lists of the other schools nominated, and:
 - i) where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - ii) where the child is eligible for a place at two or more of the nominated schools, he/she will be allocated a place at the highest ranking nominated school for which he/she is eligible;
 - iii) where the child is not eligible for a place at the nominated school or any of the nominated schools, his/her parents will be advised of any RB Kingston Community, VA or Foundation schools with possible vacancies;
 - iv) Where the child is not eligible for a place at the nominated school or any of the nominated schools, and if the child is not a Kingston resident, parents will be advised of any RB Kingston Community, VA or Foundation schools with possible vacancies and advised to contact their Home LA i.e. the Education department of the borough where the child resides, for further guidance.
22. On the **23 March 2010** the LA will inform its schools of the pupils to be offered places at their schools.

Notification of outcome of application

23. On **24 March 2010** the LA will send notification to parents advising of the outcome of their application(s), including (where appropriate) the offer of a place at the allocated school.
24. This letter will name the school at which a place is offered and, if appropriate, provide a brief explanation of why the child is not being offered a place at any of the other higher ranked schools nominated on the Common Application Form. The letter will advise parents about their statutory right of appeal against the decision(s) to refuse a place at the other nominated school(s). Parents will also be provided with contact details for the LA and other relevant admission authorities for those nominated foundation and VA schools where they were not offered a place, so that they can lodge an appeal with the governing body.

25. For parents who have been offered a school place, a reply slip will be attached, on which they must state whether or not they are accepting the place offered, to be returned to the preferred school being offered, **by 21 April 2010**. If parents do not respond by 21 April 2010, schools will follow up any parents who have not returned their reply slips.
26. For parents who have not been offered a school place, a reply slip will be attached on which they will be invited to make further applications to schools with possible vacancies. Parents will be asked to return this reply slip to School Admissions by **10 May 2010**.
27. **From 11 May 2010**, places that may have become vacant since **21 April 2010**, will be re-allocated by each admission authority in accordance with its published admission arrangements.
28. Admission authorities will inform the LA of further offers made and of known alternative destinations of children who refuse offers.

Waiting List Arrangements

29. The letter, notifying parents of the outcome of their application, will also inform them that their child's name will be automatically placed on the waiting list for higher preference schools than the one offered.
30. Parents with a higher preference offer can request that their child's name is added to waiting lists for lower preference schools and his/her name will be added in criteria order.
31. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
32. For Foundation and VA schools, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission arrangements.

Late Applications

33. The closing date for receipt of applications is **4 December 2009**. Any applications received after this date will be considered after all applications received by the closing date. If there are exceptional reasons why an application is late and parents can provide documentary evidence to support this, such applications may be considered as on-time applications. Each late application will be considered separately and on its own merits.
34. Applications from parents who move into the borough after **5 December 2009** will be considered after all applications received by the closing date.

35. Any late applications made direct to any school on the Common Application Form must be forwarded to the LA immediately. Where a school receives a supplementary information form after the closing date the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, contact the parent and ask them to complete a Common Application Form. The LA will enter the Common Application Form details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or if this is not possible at the nearest community school with a place available.

Casual Admissions

36. Applications received after **1 September 2010**, and applications for places in a year group other than the normal year of entry to primary school, will be treated as casual admissions and will be administered in accordance with the overage admissions procedure used by admission authorities in RBKingston. For oversubscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.

SCHEDULE 1

**KINGSTON COORDINATED PRIMARY ADMISSIONS ARRANGEMENTS
FOR SEPTEMBER 2010
DRAFT TIMETABLE OF CO-ORDINATED SCHEME**

Date	Action
4 December 2009	Closing date for receipt of Common Application Forms to LA and supplementary information forms to schools
22 January 2010	Details of applications to be sent to VA and Foundation schools
12 February 2010	Foundation and VA schools to provide LA with ranked list of applicants
13 February – 22 March 2010	LA will match ranked lists of all schools and allocate places in accordance with paragraph 22
23 March 2010	LA will inform schools of pupils to be offered places at their schools
24 March 2010	Notification of outcomes of application(s) sent to parents Each admission authority will assume the responsibility of maintaining their own waiting lists
21 April 2010	Last date for offers to be accepted by parents Admission authorities to make further offers following receipt of replies
10 May 2010	Final date for receipt of reply slips from parents without an offer, naming additional schools they wish to apply for.
28 May 2010	Deadline for receipt of community school appeals from parents
June /July 2010	Appeal hearings for community infant, primary and junior schools

**THE ROYAL BOROUGH OF KINGSTON UPON THAMES
LEARNING AND CHILDREN'S SERVICES**

**SCHEME FOR CO-ORDINATED SECONDARY SCHOOL ADMISSIONS
IN SEPTEMBER 2010**

The Royal Borough of Kingston upon Thames Local Authority (LA) will be administering admissions to secondary schools in accordance with the Pan London Co-ordinated Admissions scheme. This scheme has been adopted by all London boroughs and adjacent LAs including Surrey County Council, that have agreed to use a common scheme that incorporates a common timetable and application forms which have common elements. All London LAs allow parents to nominate up to six schools in preference order. It is hoped that the commonality of the schemes adopted by all participating authorities will help simplify the application procedure and processing, and help to achieve some equity of treatment for applicants to secondary schools across the London Region.

Glossary of terms in the scheme

“the Academic Year”	the year in which the academic year commences
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan London Admissions Executive Board, which is responsible for the Scheme
“the Common Application Form”	this is the form that each LA must have under the Regulations for parents to use to make their applications, 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 offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	the LA in which the applicant/parent is resident
“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 Maintaining LA”	the LA which maintains a school to which an applicant has applied, i.e. the borough or county in which the school is situated (as a general rule)

“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates decisions granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	1 st March in the year following the relevant determination year except that, in any year 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 transmit application and offer data between each LA’s local admission system
“the Pan-London Timetable”	the framework for processing of application data
“the Qualifying Scheme”	the scheme which each LA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

Applications

1. Applications from Kingston’s residents will be made on Kingston’s Common Application Form which will be available in paper form and on-line. This will include all the fields and information specified in Schedule 1 (attached) to this LA Scheme. These will be supplemented by any additional fields and information deemed necessary by this LA.
2. This LA will advise home LAs of their resident pupils on the roll of this LA’s maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
3. This LA will take reasonable steps to ensure that every parent who has a child in the last year of primary education within a maintained school, and is a resident in the Royal Borough of Kingston upon Thames, receives a copy of the Royal Borough of Kingston’s “Which Secondary School” booklet, a Common Application Form and supplementary information forms for RB Kingston schools. The booklet and supplementary information forms will also be available to parents who are non-residents of this LA and will include information on how they can access their Home LA’s Common Application Form.
4. Applicants will be able to express a preference for up to six maintained secondary schools within and/or outside the Home LA (including Academies and any City Technical College that has agreed to participate in their LA’s Qualifying Scheme).

5. The admission authorities within this LA will not use supplementary information forms except where the information is required to apply the published over-subscription criteria and the information available through the Common Application Form is not sufficient for consideration of the application against a school's published admissions criteria. This will apply to the two Catholic schools, Richard Challoner and The Holy Cross School. This will also apply to the two selective schools, Tiffin School and Tiffin Girls School, which require a photograph as supplementary verification for their selection test. The LA will seek to ensure admission authorities within its area only collect information that is required by the published over-subscription criteria, in accordance with the School Admissions Code.
6. Where supplementary information forms are used, these will be made available with RBK's "Which Secondary School" booklet. Parents will be advised in the booklet which schools require these forms to be completed and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their Home LA's Common Application Form, in accordance with the School Admissions Code.
7. The order of preference given on the Common Application Form will not be revealed except where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be given to that LA so 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.
8. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has completed their Home LA's Common Application Form and the school is nominated on it.
9. Where a Common Application Form has been completed, but not a supplementary information form, the preference is still valid and will be considered. However parents will be advised in the "Which Secondary School" booklet that not submitting a completed supplementary information form to schools which require supplementary information to apply their admissions criteria, may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.
10. This LA will share the details of each application with own admission authority schools within RB Kingston to enable schools to apply their admissions criteria.

11. Schools which receive Common Application Forms in error must inform the LA and send the forms to the LA as soon as possible. If the LA receives supplementary information forms in error, it must send them to the schools as soon as possible.

Processing

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **Friday 23 October 2009**.
13. Supplementary information forms, where they apply, must be returned to the school by the closing date specified on the supplementary information form.
14. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by **16 November 2009**.
15. In consultation with the school admission authorities within this LA's area and within the framework of the Pan-London timetable, the draft timetable attached has been drawn up for the processing of application data and the application of admissions criteria. This may be subject to alteration prior to the implementation of this scheme to reflect any required change under Pan London arrangements.
16. Between **17 November and 26 November 2009**, this LA will check the application data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **27 November 2009**.
17. All preferences for schools within this LA will be considered by the relevant admission authorities between **27 November 2009 and 15 January 2010** for entry in September 2010.
18. This LA will participate in the data checking exercise to be scheduled between **11 December 2009 and 4 January 2010** in the Pan London timetable
19. By **22 January 2010**, all admission authorities within the Royal Borough of Kingston upon Thames, will have provided a list of applicants in criteria order to this LA and this LA shall, for each applicant who has qualified for more than one potential offer, use the highest ranked preference to decide which single potential offer to make.

Late Applications

20. The LA will only accept late applications and treat them as equivalent to applications received by the closing date if the parent(s) move into the Royal Borough of Kingston Upon Thames after the closing date and can provide documentary evidence confirming this or if there are exceptional reasons why the application is late. Each late application will be considered separately and on its own merits. Any such applications will need to be received by **11 December 2009**, to enable them to be considered alongside applications received earlier.
21. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
22. Where a parent 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 applications as on time up to **11 December 2009**, on the basis that an on-time application already exists within the Pan London System.
23. Where a parent moves within the borough and wishes to change their preferences to include schools closer to their new home address, any such applications will need to be received by **11 December 2009**, to enable them to be considered alongside applications received earlier.
24. The latest date for the upload of late applications **which are considered to be on-time within the terms of the home LA's scheme to the PLR is 11 December 2009**.
25. Any late applications received after **11 December 2009 but before 1 March 2010** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.

Exchange of Offers Data via PLR

26. This 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. This LA will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by **3 February 2010**. The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.

28. The local admissions system (LAS) of this LA, as the home LA for The Royal Borough of Kingston upon Thames parents, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across the maintaining LAs for whose school(s) he/she has applied (provided that those LAs each submit this information within the deadline to the PLR). This will involve exchanges of information between the LAS and the PLR which will continue until a steady state is achieved (which the PLR will indicate), or until **17 February 2010** if this is sooner. This LA will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before **1 March 2010**. The PLR will in turn transmit this information to the LAS of the relevant maintaining LAs for their information.
29. This LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2010** in the Pan London timetable.
30. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **26 February 2010**.

National Offer Day – 1 March 2010

31. On **1 March 2010**, this LA will send out by first class post notification of the outcome to resident applicants.
32. Details of the pupils to be offered will be made available to each Kingston primary and secondary school by **1 March 2010**.
33. Kingston parents whose children do not qualify for a place at any of the schools they apply for (in any LA) will be offered an alternative school on the national offer day (1 March) if at all possible. This school will be the nearest non-selective school to the home address with places remaining for boys and/or girls (as applicable). Allocation will be made in accordance with the school's admission criteria and in consultation with the school's admission authority. These parents will also be offered the opportunity to make late applications to schools to which they did not originally apply.
34. This LA has agreed, for the purposes of paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that as the Home LA it will inform all applicants who live within the borough of their highest offer of a school place, whether these were for schools in the home LA or in other LAs taking part in the Pan-London co-ordinated scheme.
35. This LA will provide primary schools with a final destination data of its resident applicants before the end of the Summer term 2009.

Post-offer Date Arrangements

36. Parents must accept or decline the offer of a place by **15 March 2010**. 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 parent to find out whether or not they wish to accept or decline the place. Only where the parent fails to respond and the LA or the school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
37. Where a parent resident in this LA accepts or declines a place in a school maintained by another LA by **15 March 2010**, this LA will forward the information to the maintaining LA by **24 March 2010**. Where such information is received from parents between **15 March and 31 August 2010**, this LA will pass it to the maintaining LA as and when it is received.
38. In the period **1 March to 31 August 2010**, this LA will inform the Home LA of any change to an applicant's offer status as soon as it occurs.
39. In the period **1 March to 31 August 2010**, this LA will accept new applications (including additional preferences) for its schools from Home LAs.

Waiting List Arrangements

40. The letter, notifying parents of the outcome of their application, will also inform them that their child's name will be automatically placed on the waiting list for higher preference schools in Kingston than the one offered.
41. Parents with a higher preference offer can request that their child's name is added to waiting lists for lower preference schools and his/her name will be added in criteria order.
42. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
43. For Foundation and VA schools, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission arrangements.
44. Parents will be advised that if they want to go on the waiting list for an out-borough school they should contact their Home LA.
45. For The Tiffin Girls' School, the waiting list will be maintained from **1 March 2010** until **31 December 2010**. During this period if the admission number for Year 7 falls below 120, further offers will be made from the

waiting list and offered to the next girl on the list. If there is more than one girl who achieves the score at which the next offer is made, the place will be offered to the girl who lives nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System. Any remaining girls who achieve the same score will remain on the waiting list in distance order, followed by the next pupil on the list in descending order of standardised score and distance, if applicable. **The last score at which a place is offered by 31 December 2010, is the final cut-off mark for that year group.**

46. Where a place is allocated from the waiting list, the offering admission authority must advise the LA as it occurs. For residents of this borough, this LA will check for alternative offers and, if the child has a multiple offer, will give parents two weeks to decide which offer they wish to accept. (For non-residents, this LA will advise the home LA of any multiple offers). The outcome will be shared with each affected school and/or LA as appropriate.
47. Applications received after **2 March 2010**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

Casual Admissions

48. Casual admissions (overage admissions), i.e. the admission of children after the normal age of admission to a school, will be administered in accordance with the overage admissions protocol used by admission authorities in RB Kingston. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.

SCHEDULE 1

This LA's Common Application Form will contain the following data fields as a minimum:

Applicant's details:

Surname
First name
Date of Birth
Gender
Name of current primary school
Address of primary school (if outside Home LA)

Parent/Carer details (for one or two parents or carers):

Title and initial
Surname
Initials or Forename
Address
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Details of each school given as a preference (up to a maximum of six):

Name of secondary school
Address of secondary school
Preference ranking
Local Authority in which school is based
DCSF Number of secondary school

Additional information:

- Reasons for preferences (including any particular family, social or medical needs)
- Does the applicant have a Statement of Special Educational Needs?
- Is the applicant a child in public care ?
If yes, name of local authority responsible for the child
- If the applicant has sibling(s), name of school sibling(s) attend?
- Surname of Sibling
- Forename of Sibling
- DOB and Gender of Sibling

Other

- Signature of parent or guardian
- Date of signature. Where a school for which the applicant has applied requires further information to apply its admission criteria, parents are advised to complete such supplementary information forms.

ANNEX 2**SCHEDULE 2****KINGSTON COORDINATED SECONDARY ADMISSION ARRANGEMENTS 2010****DRAFT TIMETABLE (AS AT SEPTEMBER 2008)**

Date	Action
2009	
June	Publicity for Year 5 parents
June – 31 August	Exchange data on out-borough resident Year 5 pupils in LA maintained schools
1 October	Cycle of Open Evenings commence
23 October	Closing date for applications
16 November	Deadline for ADT files to PLR
27 November	Application data passed to VA/Foundation schools – (target date for Tiffin is by 20 November to accommodate tests)
27 Nov 09 – 15 Jan 10	LA - process applications for Community Schools
27 Nov 09 – 15 Jan 10	VA/Foundation schools process applications against admissions criteria
11 December 09	Final date for receipt of “on-time” applications
2010	
15 January	Ranked lists containing all applicants received by LA from VA/Foundation Schools
From 3 February - 17 February	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
1 March	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
15 March	Return of reply slips
By 24 March	LAs exchange data from reply slips and pass onto schools

SCHOOL ADMISSIONS FORUM

15 OCTOBER 2008

RELEVANT AREA FOR ADMISSION ARRANGEMENTS

REPORT BY THE DIRECTOR OF LEARNING AND CHILDREN'S SERVICES

SUMMARY

The report draws attention to the need to review the Authority's Relevant Area and seeks the Forum's comments on the proposal to maintain the relevant area as the Authority's administrative boundary.

ACTION FOR THE FORUM

It is recommended that the Forum inform the LA that they support the continuation of the relevant area for admissions to be the administrative boundary for Kingston.

BACKGROUND

1. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations place a responsibility on LAs to review the relevant area within which consultation on admission arrangements for schools are conducted. It is for each individual Local Authority to determine what constitutes the relevant area after consultation with designated admission authorities.
2. In recent years, after each appropriate consultation, the LA has determined that the relevant area for Kingston remains the administrative area of the Authority.
3. Most LAs in the south west of London have determined their relevant area as the Local Authority boundary. There have been no problems arising from the determination of the Borough boundary as the relevant area.
4. The LA is required to consult with neighbouring authorities on its admission arrangements.
5. Given the above it is proposed to maintain the current position and this will be the basis for consultation with all admission authorities and neighbouring LAs.

Background papers - held by Hatija Bhatia 0208 547 5284, email:

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School Admissions Code (2007)

The DfES (2003) Code of Practice on Admissions.

SCHOOL ADMISSION FORUM

15 SEPTEMBER 2008

SUPPORT FOR TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

SUMMARY

This report informs members of the progress made to date by the Local Authority (LA) in its provision of an independent Choice Advice Service to help and support parents and carers who would find it a challenge to engage in the process for transfer from primary to secondary school. The report also informs members of the transition project for transfer to secondary school undertaken by primary and secondary schools.

ACTION FOR THE FORUM

The Forum is asked to note this report and offer any views.

BACKGROUND

1. Section 42 of the Education and Inspections Act 2006 places a duty on all Local Authorities to provide an independent Choice Advice Service for parents who find it hardest to engage with and navigate the admissions process and make informed decisions about which schools will best meet their child's needs.
2. In addition to the advice and information provided by local authority admissions teams to parents, Choice Advisors engages with families, who would normally find this process difficult and who are most likely to need extra help with school admissions process. The Choice Advice Service is aimed at targeting these families with practical and timely support to make informed decisions about their applications for secondary schools within prescribed deadlines.
3. Kingston's Choice Advice Service commenced in the Summer term 2007 and is provided by Kingston WelCare, a voluntary organisation which is already working on a number of projects with Kingston Council's children's services and primary schools to assist marginalised parents to engage with their children's educational outcomes.

SERVICE DELIVERY IN YEAR 1

4. In its first year from summer 2007 supporting families of children entering secondary school in September 2008, the Choice Advice Service has set up and delivered individual and group advice sessions in 5 primary schools across the 4 clusters of schools. It has set up links with 11 Council and voluntary sector organisations including Kingston's ASKK and Safeguarding teams, Traveller/Refugee Education Service, Kingston Women's Refugee and Refugee Action.
5. It received a total of 50 referrals and dealt with 40 families who required targeted help and support to make an application. The majority of families requiring support

had English as a second language and required help to access information to fully understand the process.

6. Following the closing date for receipt of secondary applications, the Choice Advisor contacted a further 76 families who had not submitted a form and supported 27 families to make a late application for a secondary school. Further support was provided to a small number of families who needed help with the appeals process.
7. Feedback and views on the service was sought from families, schools and organisations during the admissions process in spring and summer 08. Out of 19 families who were asked for feedback, 8 responded and said they found the service helpful. Once the process was concluded, further feedback was sought and 7 families who responded said they felt they received helpful support.

SERVICE DELIVERY IN YEAR 2

8. In preparation for the admission process for entry in September 2009, the Choice Advisor has set up a link worker in each primary and junior school, who is either the Head teacher or a member of school staff.
9. As a result of referrals received from the link workers and by setting up drop in sessions in schools, by the middle of September, 81 families were already identified as requiring follow up to provide advice.
10. In order to ensure that the service is wide reaching, the Choice Advisor is working closely with specific agencies which are dealing with families with additional needs for example, Kingston Refuge, Kingston Traveller Service, Learn English at Home and Refugee Action.
11. From the start of the Autumn term 2008 until the closing date for secondary admissions on 24 October, the Choice Advisor is delivering advice sessions across schools in all four clusters
12. The School Admissions section continuing to work closely with WelCare by providing training, information exchange and support to enable the Choice Advice service to be delivered effectively for parents who most need this service.

LA AND SCHOOL SUPPORT FOR TRANSITION TO SECONDARY SCHOOL

13. The Transition Project provides time limited support for a number of young people identified (200 in 2007-2008) as being vulnerable at transition into secondary school. The project supports Year 6 pupils identified by schools during the latter part of the summer term and at the beginning of autumn term in Year 7.
14. The criteria for support under the scheme includes such factors as:
 - Educational attainment and concerns around engagement with education progress;
 - Concerns around attendance;
 - Emotional and social concerns which might impact on their ability to cope successfully in a secondary environment;
 - Lack of self confidence;

- Isolated from peers and possibly bullied;
 - Behavioural problems which are likely to cause school exclusions;
 - Anxiety because he/she may be the only child from the primary school moving to a specific secondary school.
15. A transition meeting is held each summer to enable primary and secondary schools to exchange information on all vulnerable groups of pupils.
16. Secondary schools staff are given specific training and guidance to enable them to support identified pupils effectively during transition. This is in addition to each secondary school's own induction programme.
17. Transition into Year 7 is monitored focusing on progress, exclusions and attendance.
18. An advanced skills teacher has been appointed to promote best practice through outreach to both primary and secondary schools. This work will involve sharing policies on teaching and learning, active preparation of pupils meeting new ways of working, joint professional development and training programmes, both phases evaluating and adapting their joint approach to transition taking account of views of parents, pupils and teachers.
19. This summer the LA supported a school to prepare pupils with SEN to make a successful transition into Year 7.
20. As a result of the review of the objectives within the Children and Young People's Plan, the performance indicators with regard to transition have now been widened to ensure that we continue to maintain good practice, provide services that meet identified needs and meet our objective of increasing the number of children and young people who experience a successful transition from primary to secondary school.

Background papers held by Hatija Bhatia (tel: 020 8547 5284)

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DfES School Admissions Code

Children's and Young People's Plan 2006-2010

SCHOOL ADMISSIONS FORUM

15 OCTOBER 2008

PLANNING OF SCHOOL PLACES

REPORT BY THE STRATEGIC DIRECTOR OF LEARNING AND CHILDREN'S SERVICES

SUMMARY

This report informs the Forum about the action being taken to ensure there is sufficient supply of school places for September 2009 admissions and beyond.

ACTION FOR THE FORUM

The Forum is asked to note this report and offer any views.

BACKGROUND

1. During last year Kingston received a higher than usual number of applications for admission into reception in September 2008. The number of applications exceeded both the planning projections received over the past decade and the 1,575 reception places available in the borough's schools. By the allocation date of 22 April 2008 Kingston's primary schools had received 1,824 applications. 1,540 offers were made on allocation day and 284 children were initially unable to be offered a place at one of their three stated preferred schools. This number includes Kingston and out borough resident applicants. Within this number a total of 1,643 Kingston resident children made an application and 226 were not offered a school place on 22 April.
2. In response to the high demand for places an additional 210 reception year places were made available in schools across the Borough for admission in September 2008. These classes are temporary and do not represent a permanent change to the published admission number at each school. The schools are Alexander Infant, Burlington Infant and Nursery, Coombe Hill Infant, Christchurch C of E Primary (Surbiton), Fernhill Primary, Lovelace Primary and Maple Infant School.

3. The Authority acted swiftly to ensure that there were more than sufficient places for all unplaced children. By the end of the process all parents received an offer of a school place for September 2008. There are currently approximately 50 vacancies in a number of schools across the Authority area which provides sufficient contingency and flexibility to accommodate any new families moving to the area.
4. The extent of the increased demand for places was not anticipated and there is evidence of a similar trend across much of London, including locally in Richmond, Elmbridge, Merton and Sutton.

DEMOGRAPHIC PROJECTIONS AND SCHOOL PLACE PLANNING

5. The planning of school places is complex and there is no simple correlation between any of the factors that can affect the number of children needing a school place. These factors include the local birth rate, nursery places, housing developments, families' movement in and out of the borough, the capacity of the independent sector and the economic context. The number of places required is a consequence of the interaction of all of these variables and several other factors, which include the popularity of Kingston's schools, parental preferences, choice of out borough schools, migration, and the impact of all of these variables in each and all of our neighbouring Authorities. In a small borough such as Kingston there is a volume of cross-border and intra-borough travel to school and the choices made by parents affects the availability of places in all other schools.
6. RBK, like many London Authorities, is a member of the Greater London (GLA) School Rolls Projection Group and uses their projections as a basis for pupil forecasts. Prior to 2008 there has been a 1%-2% correlation between projections and actual numbers on roll in schools.

BUILDING SCHOOLS FOR THE FUTURE / PRIMARY CAPITAL PROGRAMME AND PLANNING SCHOOL PLACES

7. On 24 June 2008 the Council's Executive received a report on the Building Schools for the Future (BSF) and Primary Capital Programme (PCP). These programmes are a major opportunity for Kingston to remodel and improve the school estate and to contribute to the wider Council priority to deliver services to the community in a more coordinated way through community hubs. The strategy documents set out the need for additional places in both the primary and secondary sectors. The implications for future planning are outlined projections for growth are under review. The Executive approved the submission of the strategies for BSF and PCP to the DCSF.

ACTION TAKEN TO ENSURE SUFFICIENT SUPPLY FOR 2009 AND BEYOND

8. Following the rise in applications for Reception places in 2008 the Authority has taken appropriate action to ensure that sufficient reception year school places are available for September 2009 and beyond.

9. The Directorate has conducted its own local intelligence-gathering to supplement the projections received from the GLA School Rolls Projection service. The Authority carried out a local survey of projected demand for September 2009, for analysis in September 2008. All parents of 4 year olds were contacted in late July to ask them to indicate if they are planning to apply for a Kingston school place in the following school year. Unfortunately the results of this are inconclusive as there was a less than 50% response rate. However of those responding 91% indicated that they intended to apply for a reception place for September 2009.
10. Current projections for September 2009 show a need for additional forms of entry for September 2009. The Authority is currently consulting with schools to agree additional temporary classes in September 2009 and an update will be provided to the Forum at the meeting.
11. The dates for the primary admissions process have been changed to be earlier and in line with neighbouring authorities. The closing date for applications for a primary place is 5 December instead of the end of January, and parents will be informed of the outcome of their applications in March, within the same week as neighbouring authorities. Previously parents received their outcome letters during April. Other London local authorities have even later dates for sending allocation letters.
12. The 2008 round of population projections from the GLA are due in November 2008 and these will be used to inform school roll projections from the January 2009 School Census. The latest birth figures show a sustainment for 2005 and 2006 of the increase in births experienced in 2004 with a further increase in 2007. Population and school roll projections will be monitored closely as this will impact for September 2011 admissions into Reception.
13. The Authority has supplemented the information from the GLA with its own information-gathering from the local Primary Care Trust (PCT), to confirm the volume and distribution of the borough's birth rate and to gather information on GP registrations, which indicates the number of pre-school children moving into the borough but not registered in borough at birth. This information confirms the increase in the birth rate and preschool population.
14. More detailed information is collected from the LA Housing and Planning teams, Kingston Primary Care Trust (PCT), neighbouring Local Authorities, GLA. The development of a pan-London places planning system being commissioned by the Association of London Directors of Children's Services (ALDCS), and due for piloting during 2009/10.
15. The electronic Early Years Census introduced in 2008 provides more detailed information on the borough's pre-school population and reception numbers which will improve information of 3 year olds at neighbourhood planning level.
16. Kingston is liaising with neighbouring local authorities to monitor the situation carefully and plan for future years. A recent meeting between officers from

Kingston, Sutton, Richmond, Merton, Croydon and Surrey confirmed the trend of increasing populations and school rolls across the area and the need to plan any additional places in a coherent way.

CONCLUSION

17. Action is being taken early to ensure sufficient places for admission into Reception for 2009. The confirmed number of admissions in September 2008, supported by termly census data and the latest demographic information will provide further information on whether the increase in population translates into demand for places, and the extent any increase will be sustained over the medium term, and therefore require a permanent expansion rather than temporary bulge classes. Demographic projections and consequent forecasts of demand for places will be reviewed regularly, informed by termly census updates.

Background Papers held by Jenny Haynes(tel:020 8547 5260)

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Report to SAF on primary school admissions for September 2008

Report to Audit committee 25 Sept 2008

Report to Executive on Building Schools for the Future (BSF) and Primary Capital Programme 24 June 2008

SCHOOL ADMISSIONS FORUM

15 OCTOBER 2008

INFORMATION ITEMS

1. CHILDREN WITHOUT A SCHOOL PLACE FOR SEPTEMBER 2008

As at 29 September 2008, there are no Primary children and 1 Secondary school child without a known destination of a school place. A verbal update will be given at the meeting.

2. FAIR ACCESS PROTOCOLS

The proposed changes to the existing Fair Access protocols will be put forward for consultation with secondary schools during this term and once the revised protocols have been agreed, they will be presented to the Forum for ratification.

The main aim of the protocol is to ensure that a school place is secured quickly for children without a school place and secondly that all schools take their fair share of children with challenging behaviour. All secondary schools must participate in the protocol to ensure that unplaced children are offered a place at a suitable school as quickly as possible. Children with a statement of special educational needs (SEN) will be dealt with separately by the Authority's Statutory Assessment & Advisory Group.

3. SCRUTINY OF ADMISSION ARRANGEMENTS 2009

Forum members may recall that the Office of the Schools Adjudicator(OSA) asked each LA to submit admission arrangements for every schools in its area. The OSA then carried out a scrutiny exercise of admission arrangements across a sample of schools from each LA.

Feedback has been received from the OSA on the sample Kingston schools whose arrangements were examined. Most of the points raised were about greater clarity in definition or related to the relevance of information requested on a supplementary information form. Schools have been advised to take the feedback on board and to make the relevant changes for 2010 admissions.

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