

**SCHOOL ADMISSIONS FORUM**

**13 OCTOBER 2009**

**EXPANSION OF PRIMARY AND SECONDARY SCHOOL PLACES - UPDATE**

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

**SUMMARY**

**This report informs the Forum about actions related to the need to expand primary and secondary school places**

**ACTION FOR THE FORUM**

**The Forum is asked to receive the paper for information**

**Additional Classes 2009 and 2010**

**Local Authority as the Commissioner of School Places**

1. As the commissioner of school places in the local area the Local Authority has a statutory responsibility to ensure that there are:
  - (i) sufficient school places for all children who need one,
  - (ii) to ensure fair access to educational opportunities,
  - (iii) to ensure that there are sufficient schools in their area and,
  - (iv) to promote diversity and increase parental choice.
2. The Local Authority is required to submit an annual return to the Department for Children, Schools and Families detailing the number of surplus schools places in the authority area. The LA is expected to take action to ensure that there is not an oversupply of places.
3. Kingston has 1,575 Reception Year places each year for children starting primary school education. This equates to 52.5 forms of entry (30 pupils per form) available in 29 infant or primary schools. 67% of places are available in community schools, 20% in Church of England schools and 13% in Roman Catholic schools.
4. Secondary school places are available in 8 non selective schools, This equates to 1355 places overall with 330 places in mixed schools – Hollyfield and Chessington Community College, 420 places in single sex non denominational girls' schools - Coombe Girls and Tolworth Girls, 143 places in a Catholic girls school – Holy Cross, 330 in single sex non denominational boys' schools – Southborough High and Coombe Boys, 132 places in a Catholic boys school – Richard Challoner. Additionally, there are 140 places in a boys' selective grammar – Tiffin school and 120 places in a girls selective grammar – Tiffin Girls. The admissions criteria of both schools are entirely based on ability.

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5. Until September 2008 the number of children requiring a primary school place had been relatively stable and school places planning projections had accurately predicted demand. The increased 2008 intake into primary education will transfer to secondary school in September 2015.

### **Adding additional School Places**

6. When there is an increased need for places these can be provided by one of two means:
  - (i) temporarily adjusting the planned admission number for a school (typically for one year's intake) to create a 'bulge' class that works through the school for seven years. When an additional class is added at an Infant School, an additional class must be made available in the paired Junior School three years later. Additional classroom and toilet accommodation will be needed for the seven years.
  - (ii) Permanently increasing the planned admission number for the school to meet an identified sustained need for school places. If a school expands by one form of entry e.g. from 60 to 30 pupils in each of the seven year groups in a primary school, it will be necessary to substantially expand the school accommodation (7 additional classrooms, additional hall space, internal sports and dining facilities, larger staff areas etc).
7. There is currently a statutory consultation process that must be followed to establish new places on a permanent basis – this takes a minimum of 5 months when adding places to an existing school, and over 9 months when establishing a new school.

### **Admissions Authorities**

8. School Admissions are implemented in accordance with a national Code of Practice. Each admissions authority can publish their own admissions criteria to allocate available places but must be fair and reasonable in line with the Code of Practice.
9. The Local Authority is only the admissions authority for community schools, (16 infant & primary schools in Kingston). Thirteen Voluntary Aided and Foundation schools are their own admissions authority, and their governing body can decide if they are able to host an additional class or wish to propose permanent expansion of the planned admission number.
10. This means that any expansion plan must be developed and implemented in partnership with a wide range of interested parties, including all school governing bodies, the Southwark Diocese and Southwark Archdiocese.

### **Increased Need for Primary School Places**

11. During Spring 2008 there was an exceptional increased demand for reception year places in primary schools in Kingston. The Local Authority had to react and provide seven additional classes at very short notice but all children were offered a place at a local school and able to start school in September.
12. Ten schools began the Autumn Term 2009 with additional classes in Reception Year. 300 extra places were required to provide education for Kingston's growing pupil population and with the help of Headteachers and governing bodies all children living in Kingston who wanted a place in a Kingston school were offered a school place in advance of the new term.

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13. Most schools taking an additional class needed to have a temporary classroom located on their site and all works were completed on time. Schools reported that the contractors carried out an excellent job, the buildings are of good quality and parents are highly satisfied with the new accommodation.
14. The following schools are hosting a class in 2009; the list includes five schools which are hosting a class for the second year:
  - Alexandra Infants (and St Paul's Junior) (2<sup>nd</sup> year)
  - Fern Hill Primary (2<sup>nd</sup> year)
  - Latchmere
  - Burlington Infants (2<sup>nd</sup> year)
  - Christ Church Primary (2<sup>nd</sup> year)
  - Knollmead Primary
  - Maple Infants (and St Andrews & St Marks) (2<sup>nd</sup> year)
  - St Matthews Primary
  - Tolworth Infants
  - Lovelace Primary (2<sup>nd</sup> year)
15. We project that we will need an additional twelve classes for Sept 2010 and are currently working with schools' to agree where these will be. The details will be made public by 23 October so that parents can take this information into account when stating their preferences in the school admissions process (closing date 4 December 2009).
16. A total of 29 extra classes will be added in the three years, largely using modular classrooms, at a significant cost which has been met to date from Section 106 receipts and the Primary Capital Programme Grant 2008-2011. There is a need to expand the supply of primary school places by 450 places per year with effect from September 2011, an increase of 28%.

### **Permanent Expansion of Primary Schools**

17. It is now clear that there are significant increases in the school age population across London, and also in many urban areas elsewhere in England.
18. It is clear from the current data that the increased demand is not a short-term blip, but a definite longer term upward trend. The factors contributing to this are;
  - (i) the local birth rate (23% increase from 2002/3 and 2007/08),
  - (ii) an increasing proportion of the birth cohort applying for a school place
  - (iii) increased families moving into Kingston (typically outward migration in London)
  - (iv) the economic downturn reducing mobility of families moving out of outer London
  - (v) the economic downturn affecting parental choice regarding use of the independent sector.
19. It will, therefore, be necessary to consult in 2009 on the permanent increase in primary school places with effect from September 2011. This could be achieved by a combination of expanding existing schools and the creation of one or more new schools.

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### 20. Projections of Need for Reception Year Places in Kingston:

School Year	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Reception pupils projected	1807	1902	1946	1963	1972	1969	1952
Capacity without expansions	1575	1575	1575	1575	1575	1575	1575
Shortfall of places	232	327	371	388	397	394	377
Additional Classes for number of children	8	11	13	13	14	14	13
<b>Additional classes for some spare capacity</b>	<b>10</b>	<b>12</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

21. In some schools discussions about additional temporary classes are running alongside discussions and feasibility studies about permanent expansion of 450 places (15 classes) from September 2011. We are reliant on schools' positive and proactive approach in order to fulfil our responsibility to provide a place for every child and appreciate the careful consideration that governing bodies are giving to resolving this complex situation.

22. In July 2009, the Council's Executive considered a report regarding the strategy for the permanent expansion of primary school places following the outcome of the public consultation undertaken in May & June 2009. The Executive noted the feedback from the consultation, including a request that the Local Authority identify further sites for new schools if possible. This was progressed over the summer and, we await a report from the land agents appointed to undertake this work. Discussions are continuing with Kingston NHS (Primary Care Trust) to secure a part of the Surbiton Hospital site for a new primary school.

23. Work is progressing regarding site analysis and feasibility studies across a number of existing school sites to determine what is possible & practical regarding school places expansion. Schools that agree to be expanded will almost certainly need development work beyond the addition of extra classes, for example toilet facilities, hall space, staff rooms etc. The feasibility work will help determine the preferred mix of schools to expand. The final strategy for expansion will therefore depend on a combination of the availability of sites for new schools, feasibility studies (including the likely outcome of planning applications), responses to the initial consultation and the views of individual school governing bodies.

24. A report will be taken to Executive in December 2009 setting out proposals for the 450 additional places. Necessary statutory consultation regarding specific school

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sites will start in early 2010 and last approximately 5 months for school expansion and at least 10 months for establishing a new school.

### Permanent Expansion of Secondary Schools

25. On Tuesday 29<sup>th</sup> September the Council Executive committee met to discuss the outcomes of a consultation on the proposed site for a new secondary school in the north of the Borough catering for 8 forms of entry. A copy of the report to the Executive is in Annex 1.

The Executive agreed to:

- (i) Proceed to the statutory process to establish a new secondary school, including formal consultation.
- (ii) Request officers to develop the detailed plans for submission of a planning application, to either:
  - (a) locate an 8 form entry secondary school on the North Kingston Centre site with external sport facilities and limited post-16 facilities on the Hawker Centre Site, or
  - (b) locate an 8 form entry secondary school on the North Kingston Centre site with the use of the Hawker Centre Site limited to external sports facilities only
- (iii) Approve the next steps in the consultation and expansion processes, including ways forward in relation to addressing the impact on the current users of the two sites

26. The report notes by 2018 there will be a shortfall of 460 Year 7 places – this equates to 15.3 forms of entry - and that there will also be a need for expansion within existing schools to meet the overall demand.

27. The Building Schools for the Future programme is the delivery vehicle for the expansion of secondary places and the Council will shortly be called to a remit meeting to ensure that we are fully prepared to proceed with the programme. The programme is administered by Partnerships for Schools. It is clear from recent discussions with them that the Council's commitment to the location of the proposed new Secondary School will be a critical factor in Kingston's admission to the programme. Leaving any ambiguity over our intent would be likely to militate against the Borough's interest.

**PROPOSED SITE FOR A NEW SECONDARY SCHOOL IN THE NORTH OF THE BOROUGH**  
Report by the Executive Member for Learning and Children's Services

**Purpose**

The local Authority has a statutory duty as the commissioner of school places to ensure there are sufficient places in schools across the area to promote diversity and parental choice. By 2018 it is anticipated that there will be a shortfall of 460 year 7 places in Kingston, which equates to more than 15 forms of entry.

To ensure that this significant rise in demand can be met the Council made a commitment in December 2008 to provide the additional places by expanding a number of existing secondary schools across the borough and building a new secondary school by 2014 -2015 as part of Kingston's Building Schools for the Future (BSF) strategy.

Recent projections indicate Kingston has sufficient places to meet demand until 2014. The council then expects a 12% rise when the current primary school children transfer to secondary school. The projections are informed by the Greater London Authority's school roll projection service and take account of a number of factors such as local fertility rates, new housing developments and immigration.

The pupil data projections support the need for a new eight form entry secondary school in the area, to provide a local offer for as many children in the north of the borough as possible, and therefore the Council has focused attention on identifying a suitable location in this area. There will also be a need for expansion within existing schools to meet the overall demand.

The Council commissioned a criterion based search of all potential development sites and the only viable options are the North Kingston Centre and the Hawker centre sites. Therefore the only sites available to build a new Secondary school to meet the demand from 2014 are the North Kingston Centre and the Hawker Centre sites.

Between 9 July and 14 September the Council undertook a pre-statutory consultation in respect of the proposed development of the two sites. 38,000 consultation documents were issues. Of the 1,882 responses 51.6% were in favour of the North Kingston site and there were 44% for and 43% against the Hawker site proposal.

Should the Executive agree to the recommendations to progress the new school on the proposed sites a full and statutory Consultation process would commence to establish a new school. Development of a new school is subject to the separate statutory planning process and proposals would need to be adapted accordingly as the detailed design phase progresses. As with any planning application, when the application for the school is submitted it will be assessed against all relevant planning policies.

The new school will be funded from within the national Building Schools for the Future programme. This programme is administered by Partnerships for Schools. It is clear from recent discussions with them that the Council's commitment this autumn regarding the possible location of the proposed new Secondary School will be a critical factor in Kingston's admission to the programme. Leaving any ambiguity over our intent would be likely to militate against the Boroughs interest.

### **Action proposed by the Executive Member for Learning and Children and Young People's Services**

The Executive is requested to:

- (iv) Consider the outcomes of the consultation, including an analysis of feedback
- (v) Agree to proceed to the statutory process to establish a new secondary school, including formal consultation,
- (vi) Request officers to develop the detailed plans for submission of a planning application, to either:
  - (c) locate an 8 form entry secondary school on the North Kingston Centre site with external sport facilities and limited post-16 facilities on the Hawker Centre Site, or
  - (d) locate an 8 form entry secondary school on the North Kingston Centre site with the use of the Hawker Centre Site limited to external sports facilities only
- (iv) Approve the next steps in the consultation and expansion processes, including ways forward in relation to addressing the impact on the current users of the two sites

### **Reason for action proposed**

Because of the significant increase in the school population the Executive agreed in December 2008 to build a new secondary school by 2014- 2015, as part of Kingston's Building Schools for the Future (BSF) Strategy. Following a criterion based search process and serious consideration of the constraints on a number of possible sites initially identified, the Local Authority proposed the North Kingston Centre/Hawker Centre sites as the only suitable sites for the new school.

The Council has a duty to provide secondary school places for the increasing population in Kingston. A decision on the site for the new school is needed to evidence our 'Readiness to Deliver' to secure the necessary capital funding for the new school via the Building Schools for the Future (BSF) programme in order to deliver the school places by September 2015.

## **BACKGROUND**

1. In June 2008 the Council approved the Local Authority's BSF Strategy and Primary Capital Programme Strategy. BSF will provide the resources to transform secondary education, both in terms of continuing to improve overall standards and in particular to improve the life chances and achievements of under-achieving groups of learners, and the schools where performance is currently below expectations. It will also provide the capital investment, currently estimated at over £280m, to expand the number of secondary school places available in the Borough to match the recent demographic changes.
2. The BSF strategy identifies the need for a new school and intends it to be Kingston's first project within the BSF programme. The Council needs to be able to demonstrate its 'Readiness to Deliver' to formally enter the BSF programme and secure the required funding for the new school. It is clear from recent discussions with Partnership for Schools who administer the BSF Programme that the Council's commitment this autumn regarding the possible location of the proposed new Secondary School will be a critical factor in Kingston's admission to the programme. In addition the identification of a site will enable the Council to move forward in early 2010 to formal statutory consultation to establish a new school and to undertake early consultation regarding the competition for the new school provider as required by Partnerships for Schools. Any delay in identifying a site for the new school could jeopardise Kingston's entry into the BSF programme to secure the significant investment needed for all of Kingston's secondary and special schools.

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3. Access to places in most secondary schools in Kingston is highly competitive, depending on the specific admissions criteria of different schools. When parents do not wish to secure a place for their child in one of the selective schools or Roman Catholic schools, their choice is determined by distance from the remaining six Kingston secondary schools or from the nearest schools in adjoining boroughs.
4. To estimate the number of pupils likely to require a school place in the borough in future years, Kingston upon Thames, in common with many other London local authorities, uses the Greater London Authority's school roll projection service. The projections, which predict school rolls for ten years ahead, take account of a number of factors such as new housing developments, immigration and fertility rates which might affect the number of children requiring a place in a Kingston upon Thames school and are based on Office for National Statistics (ONS) mid-year population estimates calculated at whole borough and ward level and actual numbers on roll in Kingston schools.
5. The local authority supplements the Greater London Authority projections by looking at:
  - the birth to reception class cohort survival rate
  - figures provided by the Primary Care Trust on live birth rates and the number of children being registered with a general practitioner
  - the numbers on roll in private, voluntary and independent nursery provision as well as in nursery classes attached to primary schools
  - the impact of local housing developments.
6. The school roll projections are reviewed regularly by the local authority to ensure that the number of places available is in line with changing demand.
7. There are currently 1,615 places available for Year 7 pupils in secondary schools across the borough. The number of Year 7 pupils on roll in January 2009 was 1,534. The latest pupil projections which were used to inform our BSF Readiness to Deliver submission, indicate that there are sufficient Year 7 places until 2014 when there is a projected shortfall of 18 places. From 2014 there is sustained upward trend with a sharp increase in 2015/16 (12.7%) when the current recent increased number of primary pupils will transfer from primary to secondary school. By 2018 there will be a shortfall of 460 Year 7 places – this equates to 15.3 forms of entry.
8. There is a need therefore to increase the overall places available to meet the projected increase in the secondary population with effect from September 2015, following a significant increase in the birth rate and demographic changes locally. Our plans reflect the need for a new secondary school, along with the expansion of others, to meet overall demand and increase diversity and choice for parents, particularly in the north of the Borough.
9. Based on this analysis of need and in response to concerns of parents in the north of the borough regarding access to a local non-selective school it is proposed to meet the overall need through the provision of a new 8 form entry secondary school in the north of the borough and, in the future, expand a number of existing schools to provide the remaining 7 forms of entry.

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### PRE-STATUTORY CONSULTATION PROCESS – PROPOSED SITE FOR NEW SCHOOL

1. In July 2009 the Council opened a consultation on 'A proposed site for a new Secondary School in the north of the borough' the consultation closed on 14 September 2009. The closing date was extended from the original date of 17<sup>th</sup> August following requests from Kingston residents.
2. As set out in the April 2009 Executive Report there is a lengthy consultation process to develop and deliver an expansion Strategy involving a range of stakeholders including schools, parents, local residents, Diocesan representatives and neighbouring Local Authorities. Meetings had previously been held with Headteachers collectively, and with the Southwark Diocese and RC Archdiocese of Southwark.
3. Recent experience of the Local Authority's consultation on primary places demonstrated the need to maximise awareness of the extent of the increase in the school population and the real difficulty of finding a suitable site for a new school in the north of the borough. Hence the consultation document detailed the anticipated rising trend in the school population and gave details of why other potential sites were rejected. Further information regarding other sites considered but not proposed was added to the Council website following the public meeting.
4. A combination of methods was used to maximise knowledge about the consultation and gain as wide a response as possible: paper information and questionnaire, online information and questionnaire, newspaper advertising and an open meeting. As a result of concerns raised about the timing of the consultation falling during the summer the consultation period was extended by four weeks from the original closing date of 17 August until 14 September 2009.
5. Equalities monitoring was included on the questionnaire in order to demonstrate the range of respondents in the local community.
6. The consultation process was publicised on the Kingston website and in the local press with 38,000 consultation documents issued to all households in the Kingston Town neighbourhood and to all parents of pre-school children and children attending Kingston primary schools. Copies of the document were also widely available in the community at the Hawker Centre, the North Kingston Centre, Children's Centres, libraries, doctors' surgeries and Guildhall receptions. Electronic distribution via email was sent to all Councillors, local authority staff and professionals linked to the Children's Trust. A copy of the consultation document is attached at Annex 1 for information.
7. An open meeting was held on 22 July 2009 at the Hawker Centre. The Director of Learning and Children's Services gave a presentation and answered questions from attendees, along with a number of Council Officers from Learning & Children's Services. The aim of the meeting was to give people the opportunity at an early stage in this process to find out more about the proposal and offer their views. Points raised at that meeting are included in the summary of consultation responses.
8. The consultation document and the public meeting together constituted an initial informal consultation and were only the first stage in a longer process to establish a new secondary school. The aim of this phase of consultation was to gauge the level of support for the two proposed sites to inform the decision needed before being able to progress the statutory process to establish a new school.

### THE STATUTORY PROCESS TO ESTABLISH A NEW SCHOOL

9. In order to establish a new secondary school in the Borough the Executive need to confirm the preferred location of the new school and then proceed to the next, statutory, stage of consultation.
10. The Council has a duty to provide school places for statutory school age children i.e. up to sixteen and is required to commission sufficient places for all children in the area. As the new school is required to meet an increase in the local population, the Council is required by law to invite proposals from potential providers; this is known as a competition process. The statutory process for establishing a new school has six key stages. The following list sets out the stages in chronological order:
  - (i) statutory consultation on specific proposals
  - (ii) publication of first notice (invitation to bid)/proposer engagement/submission of proposals
  - (iii) publication of second notice (proposals) and promotion of public awareness
  - (iv) representations (to allow for comments and objections to be submitted)
  - (v) decision by Local Authority (in some cases Schools Adjudicator)
  - (vi) implementation (subject to the planning approval)
11. Stages one to four take a minimum of ten months with the Council aiming to have the school open for Year 7 intake by September 2015. Should the Council wish to progress the proposal for establishing a new school on the North Kingston and Hawker Centre sites a planning application would be submitted in late 2010, with extensive community consultation at that time. The decision to progress to statutory consultation to establish a new school does not pre-suppose the outcome of the planning application that would be considered under the separate statutory planning process. Development of the new school would therefore still be subject to planning approval, and the Council acting as Local Planning Authority would determine the planning application against all relevant planning policies.
12. The Learning and Skills Council (LSC) currently has the responsibility for commissioning and funding post-16 provision, although these commissioning responsibilities are being transferred to local authorities with effect from April 2010. Advice received since the consultation regarding the proposed sites started is that a separate competition is required for the proposed post-16 provision associated with the new school. This is potentially significant as in the first instance the decision to support the need for the additional post-16 places is taken by the LSC, and only if they consider there to be a projected overall shortfall in provision locally. In addition there is no guarantee that the provider of the additional post-16 places would be the same provider as for the 11-16 provision, or that the provision would automatically be at the same educational institution. It could be that an existing post-16 provider would compete to expand, or the provider may propose an alternative location.
13. The new national commissioning arrangements for post-16 provision for April 2010 onwards i.e. after the commissioning responsibilities transfer to local authorities, have not been confirmed. In the event that either the case for the additional places does not meet the future commissioning arrangements, or an alternative provider is successful then the school would only need to accommodate places for pupils aged 11-16. This would have a material effect on the overall need for accommodation and the plans for the new school would be adjusted accordingly.

### PLANNING ISSUES

14. It is recognised that use of both the North Kingston Centre and the Hawker Centre sites would require the Council to address a number of issues, including planning considerations, such as planning policy designations and the development management/control process. The consultation paper refers to the current planning policy designations for the North Kingston Centre and the Hawker Centre, as set out in the Council's Unitary Development Plan 2005 (as amended), against which proposals will be assessed as part of the statutory planning process. There are significant planning policy constraints with respect to the Hawker Centre site which is designated as Metropolitan Open Land (with the aim to protect the open character of the land), is within the Thames Policy Area, the Thames-side Area of Strategic Character, the Riverside North Conservation Area (with the aim to preserve or enhance the character and appearance of the conservation area) and part of the site is within an area at risk of flooding. The North Kingston Centre is currently used for education so there are no issues with the principle of locating a new school on the site. However any proposals for the redevelopment of the site will require detailed examination of various planning considerations such as the building footprint, height, design and relationship with surrounding uses especially housing. Access, transport, safety and parking implications will also need to be considered.
15. The Council as Local Planning Authority is also preparing a Local Development Framework (LDF) for the borough, which will replace the Unitary Development Plan. Consultation on Issues and Options for the Core Strategy took place between March-May 2009 ([www.kingston.gov.uk/corestrategy](http://www.kingston.gov.uk/corestrategy)). The consultation document referred to the need to provide additional school places through expanding existing schools and identifying sites suitable for new schools, to accommodate the substantial increase in demand for school places resulting from housing and population growth, which is a significant challenge. The Preferred Strategy for the LDF is currently being prepared and is due to be considered by the Council's Executive in November 2009. It is intended that this will include policies for the provision for new schools and school expansion in suitable locations.
16. If the recommendation to progress the new school on the proposed sites is approved the informal and statutory schools and planning processes will need to be aligned. A planning application would need to be submitted which would be assessed against all relevant planning policies. As a significant proposal, it would also be subject to Environmental Impact and Sustainability Appraisal of its likely social, economic and environmental effects.
17. Finally, it should be noted that the regulations would require the planning application to be referred to the Government Office for London, acting on behalf of the Secretary of State, and the Greater London Authority, acting on behalf of the Mayor of London, both of whom have powers to direct the decision on the application and either one could, in fact, choose to determine the application themselves. In addition Sport England and the Environment Agency would be statutory consultees.

### SUMMARY OF FEEDBACK FROM PRE-STATUTORY CONSULTATION PROCESS

18. 38,000 paper copies of the document were distributed. A total of 1,882 consultation responses were received by the extended closing date of 14 September, representing a 5.1% response rate of the documents issued. A summary of the responses received is set out below, and further details are enclosed in Annex 2. A

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full record of all of the comments received has been placed in the Members Room and on the Kingston website for information.

19. The overall views expressed were:

For the North Kingston Centre site

- 51.6% (972) of people strongly agree or agree with the site proposal
- 35.8% (674) of people disagree or strongly disagree with the site proposal

For the Hawker Centre site

- 44.1% (830) of people strongly agree or agree with the site proposal
- 43.0% (809) of people disagree or strongly disagree with the site proposal.

20. Views varied across different groups of respondents as detailed in the table below:

	North Kingston Centre			Hawker Centre		
	Agree or Strongly Agree	Neither Agree or Disagree	Disagree or Strongly Disagree	Agree or Strongly Agree	Neither Agree or Disagree	Disagree or Strongly Disagree
Parents/ Carers	58.2%	9.0%	32.1%	50.4%	10.6%	38.2%
KT2 Residents	53.1%	8.9%	36.9%	45.4%	9.0%	44.9%
Non-KT2 Residents	48.7%	16.1%	33.6%	41.6%	17.5%	39.2%
Centre Users	38.3%	14.2%	46.0%	27.9%	9.7%	61.9%

\* KT2 residents have been selected as they live in the immediate vicinity of the proposed site for the new school.

### ISSUES RAISED BY CONSULTEES

21. 80% of respondents made comments. 59% of responses were received on paper and 41% online via the internet. The summary report attached at Annex 2 identifies comments made by consultees within eighteen themes. The Council's response to the issues raised is detailed in Annex 3.
22. It is clear from the comments that many people, both for and against the proposals, felt that the Council had not provided enough information about its proposals at this early stage. This has led people to seek reassurance about how the Council would address people's concerns should the proposals go ahead. In other cases respondents expressed a clear view that they did not support the proposals.

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23. Whilst the majority of respondents agreed or strongly agreed with the proposals at both sites there tended to be fewer comments made by people who supported the proposals. Many of the comments regarding the lack of information reflect the tension of needing to consult on the proposed location of the new school at such an early stage in the process before more detail regarding the school is available. Some of the comments indicate that information in the consultation document provided insufficient assurance regarding the proposals.
24. A working group of officers established criteria to assess possible sites against and undertook a review of 25 possible sites. The sites that met most of the criteria were the six listed in the consultation document. After careful consideration only the North Kingston Centre site was considered suitable for the main school building as the other sites were ruled out due to legal and planning constraints, the loss of open space/playing fields and a high risk of not being able to deliver school in time. At the public meeting a number of questions were asked about the reasons for not proposing the other named sites and additional information regarding this was added to the consultation documents on the Kingston website after the meeting. This information is attached at Annex 4.

## CONCLUSIONS

25. The Building Schools for the Future (BSF) strategy for change, approved by the Executive in June 2008, sets out Kingston's plans to transform secondary education in terms of improving overall standards and the performance of underachieving groups of pupils. It also addresses the need to expand secondary schools to accommodate the increasing number of pupils.
26. The Council has a duty to ensure that there are sufficient schools places available and that parents have a reasonable range of options to consider when applying for a school place. Based on forecast pupil projections there is a need to progress the planning and implementation of a significant building programme across the authority area to ensure that there are sufficient places for when the increased intake to Kingston's primary schools move to secondary school from September 2015 onwards.
27. The majority of respondents to the consultation indicated their support for both of the proposed sites to be used to accommodate the new school, although the views were finely balanced regarding the use of the Hawker Centre site. This appears to be partly because of concerns regarding the potential loss of green open space which the Council is committed to protecting. The Council acknowledges the restrictive covenants and planning restrictions that apply to the site and will therefore need to minimise the extent of the building development proposals for the Hawker Centre site. Any proposals would be subject to the statutory planning process, and a planning application would need to be submitted which would be assessed against all relevant planning policies.
28. In view of the need to provide the school places, the absence of a credible alternative location, and the need to have identified a site in order to move forward to formal statutory consultation to establish a new school in accordance with the required timescales it is recommended that the new school be located at the North Kingston Centre and Hawker Centre sites. This will provide certainty as soon as possible for

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parents, residents, services and service users regarding the proposed strategy to build a new school.

29. The complexities of the timescales required by the BSF programme and the statutory process for establishing a new school and separate process for post-16 provision mean that at this stage we are unable to confirm detailed proposals for the new school. The opportunities for development on the North Kingston Centre site, and the consequential reduction in requirements for the Hawker Centre site are therefore still to be explored in detail. We recognise that this does not provide the full detail and clarity that would be welcome at this stage, and that there will need to be on-going consultation with a wide range of stakeholders as the project progresses.
30. Finally, any potential development of the new school will be subject to the separate statutory planning process and proposals will need to be adapted accordingly as the detailed design phase progresses.

### EQUALITY IMPACT ASSESSMENT IMPLICATIONS

31. In undertaking the role of commissioner of school places in the local area the Local Authority has a statutory responsibility to ensure that there are sufficient school places for all children, to ensure fair access to schools, and to ensure that there are sufficient schools in the area. There is also a duty to promote diversity and increase parental choice. The Government's stated aim is to secure a more diverse and dynamic schools system which is shaped by parents' preferences for a good local school.
32. There is clearly a responsibility for the Local Authority to ensure that the Strategy for expansion reflects the needs of all children in the Borough, and not just those of parents who are more able to express their views. An underlying requirement is that the Strategy will contribute to improving the quality of local provision, and will lead to improved educational outcomes for children. The Local Authority is therefore required to pay particular attention to the effects on groups of children that tend to under-perform including children from certain ethnic groups, children from deprived backgrounds and children in care, with the aim of narrowing attainment gaps. The proposals will also be required to take the needs of other pupils into account e.g. children with learning difficulties and disabilities.
33. The proposals to be developed in Kingston will therefore support the detailed plans within the Children and Young People's Plan to ensure all schools are good and outstanding and the Strategy for Early Intervention and Prevention to support vulnerable young people and 'Close Gaps' in achievement across the Every Child Matters outcomes .

### ENVIRONMENTAL IMPLICATIONS

34. There are significant environmental implications arising from the building works that will be required to provide additional school places. A new school will be designed to ensure sustainability and minimise impact. Wherever possible the agreed priorities within the Building Schools for the Future Strategy adopted by Executive in December 2008 and the Local Authorities Readiness to Deliver the BSF strategy document which is expected to be approved by the Department for Children, Schools and Families later this year will be incorporated into building plans. In this way it is hoped that greater efficiencies will be achieved through the design process and the

## APPENDIX A

use of ICT, and that the plans will maximise the use of outside spaces for outdoor learning and leisure through careful landscaping. There will also be implications for transport and access to schools; positively, more children living in the north of the borough will be able to walk to school.

### **Annexes:**

1. Consultation document – proposed site for a new secondary school in the north of the borough
2. Summary report of consultation responses
3. Council's Response to the issues raised by consultees
4. Additional information regarding other sites considered but not proposed

**Background papers:** held by Duncan Clark (author of report), 020 8547 5221;

e-mail: [duncan.clark@rbk.kingston.gov.uk](mailto:duncan.clark@rbk.kingston.gov.uk)

1. Building Schools for the Future Strategy
2. Pupil Number Projections Data
3. Pre-statutory Consultation Materials (available on Kingston Website: [http://www.kingston.gov.uk/secondary\\_expansion](http://www.kingston.gov.uk/secondary_expansion))
- 4.. Pre-statutory Consultation for proposed site for a new secondary school in the North of the Borough.

**Report by the Interim Strategic Director for Learning and Children's Services  
Executive Member for Children and Young People's Services**

**SCHOOL ADMISSIONS FORUM**

**13 OCTOBER 2009**

**ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS 2011/12**

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

**SUMMARY**

**This report informs the Forum of the proposals for admission arrangements to community schools for September 2011 and asks the Forum to offer views on the proposals prior to consultation.**

**ACTION FOR THE FORUM**

**The Forum is asked to indicate any views on the proposed admissions arrangements prior to consultation.**

**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, relevant parents and Diocesan Boards.
2. In accordance with The School Admissions Regulations 2008, admission authorities are no longer required to consult annually but every three years unless the proposed admission arrangements are different to those determined in the previous year's consultation.
3. The statutory change requiring cross borough co-ordination for in-year primary and secondary admissions across LAs from September 2010 and for Primary Admissions from September 2011, has resulted in revised primary and secondary admissions schemes for 2011. An In-year admissions scheme for primary and secondary admissions has been drafted for agreement between the LA and schools (draft attached at Annex 3 of this report). This scheme is based on the protocols agreed by all LAs in the Pan London Co-ordinated Admissions Scheme.
4. Currently, the LA is consulting with schools on agreeing the draft In-Year Admissions scheme which has to be finalised by January 2010.
5. The changes described in paragraph 3 require the LA to consult on admission arrangements for 2011/12.

**Admissions Criteria for Community schools**

*Secondary, Primary, Junior, Infant Schools and Nursery Classes.*

6. There are no proposals to change the admissions criteria for community schools for 2011/12 and the proposed criteria in each of the sectors are given below.

Proposed criteria for community secondary schools

6. Where more applications are received than there are places available, places will be offered in the following order of priority:
- i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. 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 School Admissions computerised Geographical Information System.

Proposed criteria for community primary and infant schools:

7. Where more applications are received than there are places available, places will be offered in the following order of priority:
- i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. 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;

## APPENDIX B

- 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 School Admissions 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.

Proposed criteria for community junior schools:

9. Where more applications are received than there are places available, places will be offered in the following order of priority:
  - i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. 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 School Admissions computerised Geographical Information System.

Proposed criteria for community nursery schools:

10. Where more applications are received than there are places available, places will be offered in the following order of priority:
  - i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. 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 School Admissions 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.

### **Use of a final tie –breaker**

11. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.
12. If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with the sibling criterion (ii).

### **Measuring home to school distance**

13. The distance from home to school is measured using the shortest approved walking route.

**The starting point** is a point in the property determined by address point data supplied by Ordnance Survey. This will always measure using the road nearest to this point even if the home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

**The end point** is measured to the nearest school gate even if the school has more than one school gate.

**Shortest approved walking route:** The routes between the starting and end points are all paved, lit and are designated public rights of way.

### **Waiting lists for Community Schools**

## **APPENDIX B**

14. The child's name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference to the school he/she has been offered.
15. A parent/carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or one that they did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
16. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
17. Waiting lists for non-selective community schools are kept open throughout the year.

### **Applying for entry into the reception class of a primary or infant school**

18. For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the same school. Priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a school place for their child.

### **Request to delay entry to school (known as deferred entry)**

19. Parents can ask to delay their child's entry to school until the start of the spring term in January 2012 if they feel this is appropriate. Once they have been offered a place, they should discuss their request with the Headteacher of the school.

### **Children with Special Educational Needs**

20. If a child is undergoing an assessment of special educational needs and a parent/carer does not know what the outcome will be by the closing date of application, they should apply for a school place using the common application form. If a particular school is later named in the child's Statement of Special Educational Needs, a place will be provided automatically for the child at that school.

### **Children with a Statement of Special Educational Needs**

21. If a child has a Statement, he/she will be offered a place at the school named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

### **Voluntary Aided and Foundation Schools Admission Criteria**

## APPENDIX B

22. 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.
23. 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
24. At this stage other Aided and Foundation schools have given little indication of proposed changes to their admissions policies for the admissions round for September 2011. Currently, the LA is working with schools and their governing bodies to agree on an In-Year Scheme for secondary and primary admissions for September 2010. The current draft of the scheme is attached as Annex 3 of this report.
25. The proposed co-ordinated schemes for secondary and primary admissions are attached as Annex 1 and 2 of this report.

### ADMISSIONS NUMBERS FOR SEPTEMBER 2011

#### Secondary School Admission Numbers for September 2011

26. There are no proposed changes to the admission number of any Community secondary schools for September 2011. These numbers are as follows:

School	Proposed Admission Number
Chessington Community College	150
Coombe Girls' School	210
Southborough High School	150

#### Primary School Admission Numbers for September 2011

27. While changes are planned, it is not yet known which schools will undergo permanent expansion or which schools will require a change to their admission number. If required, changes to admission numbers for community primary schools for September 2011 will be made via an application to the Schools Adjudicator. Currently the numbers are as follows:

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School	Proposed Admission No
Alexandra Infant	60
Burlington Infant	90
Burlington Junior	90
Castle Hill Primary	60
Coombe Hill Infant	90
Coombe Hill Junior	90
Ellingham Primary	30
Fern Hill Primary	60
Grand Avenue Primary	60
Green Lane Primary	60
King Athelstan Primary	60
Knollmead Primary	30
Latchmere School	90
Lovelace Primary	60
Malden Manor Primary	60
Maple Infant	60
Robin Hood Primary	30
The Mount Primary	60
Tolworth Infant	90
Tolworth Junior	90

### **Sixth Form Admissions into community secondary schools for September 2011**

28. Year 11 pupils currently studying at a Kingston secondary school and pupils in the appropriate age range currently studying elsewhere may apply to join the sixth form at each of Kingston's three community secondary schools.
29. The entry criteria for external applicants are the same as for those already in the school except that applications from internal candidates will be considered first. More places may be available to external candidates, depending on the uptake of places by internal applicants. Admission into the sixth form (Year 12 and 13) at each school is dealt with by the school concerned.
30. These schools offer a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ subject-by-subject depending on the uptake for each subject. The priority in each case is to match the course provided to the prior attainment and future aspirations of individual students, within available resources and staffing.
31. Admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

**Background Papers held by Hatija Bhatia ( tel: 0208 547 5284 email:**

**[Hatija.Bhatia@rbk.kingston.gov.uk](mailto:Hatija.Bhatia@rbk.kingston.gov.uk)**

“ Which Secondary School? “ Admissions booklet

Primary Schools Admissions booklet

School Admissions Code and School Admissions Regulations 2008

Pan London Admissions Protocols for In Year Admissions 2010

Pan London Admissions Schemes for Primary and Secondary Admissions 2011

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

**SCHEME FOR CO-ORDINATED SECONDARY SCHOOL ADMISSIONS  
IN SEPTEMBER 2011**

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 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 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 LA must have under the Regulations for parents to use to make their applications, set out in rank order
“the London E-Admissions Portal”	The common online application system used by the 33 London Las and Surrey County Council
“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 those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer 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/parent/carer has applied
“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

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	school, which is attached as Schedule 2
“the Prescribed Day”	1 <sup>st</sup> 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 in accordance with the School Admissions(Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of pupils to maintained secondary schools and academies

### 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 Colleges that have 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

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the two selective schools, Tiffin School and The 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 paragraph 1.83 of the School Admissions Code.

6. Where supplementary information forms are used, these will be made available on the RBK website and with RBK's "Which Secondary School" booklet. Parents will be advised in the booklet which schools require these forms to be completed, where to obtain the forms 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. This is in accordance with paragraph 3.7 of the School Admissions Code.
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. Kingston LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2010**.
11. Kingston LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a "Looked After Child" and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **15 November 2010**.
12. Kingston LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct age range for the cohort, and forward any supporting documentation to the maintaining LA by **15 November 2010**.

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13. 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.
14. 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

15. Applicants resident within Kingston LA must return the Common Application Form which will be available and able to be submitted on-line, to this LA by **31 October 2010**. However this LA will publish information which encourages applicants to submit their applications by **22 October 2010 (i.e. 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.
16. Supplementary information forms, where they apply, must be returned to the school by the closing date which must be specified on the supplementary information form.
17. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by **15 November 2010**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.
18. 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.
19. Between **16 November and 25 November 2010**, 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 **26 November 2010**.
20. This LA will participate in the data checking exercise to be schedule between **13 December 2010 and 4 January 2011** in the Pan London timetable.
21. All preferences for schools within this LA will be considered by the relevant admission authorities between **26 November 2010 and 14 January 2011** for entry in September 2011.
22. By **14 January 2011**, 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. ( this is the "Equal Preference System").

## Late Applications

23. 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 2010**, to enable them to be considered alongside applications received earlier.
24. 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.
25. 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 2010**, on the basis that an on-time application already exists within the Pan London System.
26. 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 2010**, to enable them to be considered alongside applications received earlier.
27. 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 2010**.
28. Any late applications received after **11 December 2010 but before 1 March 2011** 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

29. 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.
30. This LA will upload the highest potential offer (ALT File) available to an applicant for a maintained school in this LA to the PLR by **3 February 2011**. The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.
31. The local admissions system (LAS) of this LA, as the home LA for Kingston 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 preference

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outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the BUG) which will continue until a steady state is achieved (which the PLR will indicate), or until **15 February 2011** if this is sooner.

32. This LA will participate in the offer data checking exercise scheduled between **16 and 23 February 2011** in the Pan London timetable.
33. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **23 February 2011**.

### National Offer Day – 1 March 2011

34. On **1 March 2011**, this LA will send out by first class post notification of the outcome to resident applicants. This 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 these were for schools in the home LA or in other participating LAs.
35. 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.
36. Details of the pupils to be offered will be made available to each Kingston primary and secondary school on **1 March 2011**.
37. This LA's outcome letter will include the information set out in Schedule 2
38. This LA will provide primary schools with a final destination data of its resident applicants before the end of the Summer term 2011.

### Post-offer Date Arrangements

39. Parents must accept or decline the offer of a place by **16 March 2011**, or within two weeks of any subsequent offer. If they do not respond by this date, the LA 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 can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
40. Where an applicant resident accepts or declines a place in a school maintained by another LA by **16 March 2011**, this LA will forward the information to the maintaining LA by **23 March 2011**. Where such information is received after **16 March 2011**, this LA will pass it to the maintaining LA as and when it is received.

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41. When acting as a maintaining LA, this 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.
42. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
43. When acting as a home LA, this 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.
44. When acting as a home LA, when this 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.
45. When acting as a home LA, when this 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 37 and 38 shall apply to the revised order of preferences.
46. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

### **Waiting List Arrangements**

48. 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.
49. 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.
50. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
51. 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.
52. 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.

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53. 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.
54. Applications received after **1 March 2011**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

### **In Year Admissions**

55. In-Year 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 agreed In Year Scheme and the Pan London Protocols. 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  
Middle 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  
Surname  
Forename  
Address(if different to child's 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
- Name of school sibling attends

### **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.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2011/12

From: Home LA  
Date: **1 March 2011 (sec)**  
**4 April 2011 (prim)**

Dear Parent,

Application for a Secondary / Primary 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 that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*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

## ANNEX 1

been offered. If the school is in this borough, you can use the enclosed reply slip and return it to this office. If the school is in another borough, you will need to contact the school or the borough concerned.]

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools, but the letter should confirm that this has been done ).

*Please return the reply slip to me by **16 March 2011 (sec )/19 April 2011 (prim)** . If you have any questions about this letter, please contact me on*

\_\_\_\_\_.

Yours sincerely

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

## SCHEDULE 2

## KINGSTON COORDINATED SECONDARY ADMISSION ARRANGEMENTS 2011

## DRAFT TIMETABLE (AS AT OCTOBER 2009)

Date	Action
<b>2010</b>	
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
31 October	Closing date for applications
15 November	Deadline for ADT files to PLR
26 November	Application data passed to VA/Foundation schools – (target date for Tiffin is by 20 November to accommodate tests)
26 Nov 10 – 14 Jan 11	LA - process applications for Community Schools
26 Nov 10 – 14 Jan 11	VA/Foundation schools process applications against admissions criteria
11 December 2010	Final date for receipt of “on-time” applications
<b>2011</b>	
14 January	Ranked lists containing all applicants received by LA from VA/Foundation Schools
From 3 February – 15 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
16 March	Return of reply slips
By 23 March	LAs exchange data from reply slips and pass onto schools

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

**SCHEME FOR CO-ORDINATED PRIMARY SCHOOL ADMISSIONS  
IN SEPTEMBER 2011**

The Royal Borough of Kingston upon Thames Local Authority (LA) will be administering admissions to primary schools in accordance with the Pan London Co-ordinated Admissions scheme. This scheme has been adopted by all participating London boroughs that have agreed to use a common scheme that incorporates a common timetable and application forms which have common elements. Parents will be allowed 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 primary schools across the London Region.

**Glossary of terms in the scheme**

“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 London E-Admissions Portal”	The common online application system used by the 33 London LAs and Surrey County Council
“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 those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer 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/parent/carer has applied
“the Notification Letter”	the agreed form of letter sent to applicants which communicates decisions granting or refusing admission to a primary school, which is attached as Schedule 2
“the Pan-London Register (PLR)”	the database which will transmit application and offer data between each LA's local admission system

## ANNEX 2

“the Pan-London Timetable”	the framework for processing of application data
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with the School Admissions(Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of pupils to maintained primary schools and academies

### 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 take reasonable steps to ensure that information about applying for a primary school and the primary admissions booklet will be available through primary schools, libraries, pre-school groups, and will include information on how parents/carers can access their Home LA’s Common Application Form.
3. 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. 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 paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used, these will be made available on the RBK website and with RBK’s Primary School booklet. Parents will be advised in the booklet which schools require these forms to be completed, where to obtain the forms 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.
5. 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. This is in accordance with paragraph 3.7 of the School Admissions Code.
6. 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.

## ANNEX 2

7. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
8. 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.
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 Primary Admissions 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. Kingston LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of addresses and investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **18 February 2011**.
11. Kingston LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a "Looked After Child" and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **28 January 2011**.
12. Kingston LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct age range for the cohort, and forward any supporting documentation to the maintaining LA by **28 January 2011**.
13. 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.

### **Processing(including Late Applications)**

14. Applicants resident within Kingston LA must return the Common Application Form which will be available and able to be submitted on-line, to this LA by **15 January 2011**. Supplementary information forms, where they apply, must be returned to the school by the closing date which must be specified on the supplementary information form.
15. Application data relating to preferences for schools in other participating LAs, will be up-loaded to the PLR by **28 January 2011**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.

## ANNEX 2

16. 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 **18 February 2011**, to enable them to be considered alongside applications received earlier.
17. 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.
18. 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 **18 February 2011**.
19. 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 **18 February 2011**, on the basis that an on-time application already exists within the Pan London System.
20. 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 **18 February 2011**, to enable them to be considered alongside applications received earlier.
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 18 February 2011**.
22. Any late applications received after **18 February 2011 but before 4 April 2011** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.
23. In consultation with the school admission authorities within Kingston 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.
24. Between **21 February and 28 February 2011**, 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 **28 February 2011**.
25. This LA will participate in the data checking exercise to be schedule between **21 February and 28 February 2011** in the Pan London timetable.

## ANNEX 2

26. All preferences for schools within this LA will be considered by the relevant admission authorities between **28 February** and **8 March 2011** for entry in September 2011.
27. By **9 March 2011**, 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. ( this is the “Equal Preference System”).
28. 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.
29. This LA will upload the highest potential offer (ALT File) available to an applicant for a maintained school in this LA to the PLR by **18 March 2011**. The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.
30. The local admissions system (LAS) of this LA, as the home LA for Kingston 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 preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the BUG) which will continue until a steady state is achieved (which the PLR will indicate), or until **18 March 2011** if this is sooner.
31. Kingston LA will not make an additional offer between the end of the iterative process and **4 April 2011** which may impact on an offer being made by another participating LA.
32. Notwithstanding paragraph 31, 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) this 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.
33. This LA will participate in the offer data checking exercise scheduled between **21 and 27 March 2011** in the Pan London timetable.
34. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **28 March 2011**.

### Offers

35. On **4 April 2011**, this LA will send out by first class post notification of the outcome to resident applicants. This 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 these were for schools in the home LA or in other participating LAs.

## ANNEX 2

36. Kingston LA's outcome letter will include the information set out in Schedule 2
37. 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 4 April will be offered an alternative school, if at all possible. This school will be the nearest school to the home address with places remaining. 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.
38. Details of the pupils to be offered will be made available to each Kingston primary and secondary school by **4 April 2011**.
39. This LA's outcome letter will include the information set out in Schedule 2

### Post-offer Arrangements

40. Parents must accept or decline the offer of a place by **19 April 2011**, or within two weeks of any subsequent offer. If they do not respond by this date, the LA 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 can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
41. Where an applicant resident accepts or declines a place in a school maintained by another LA by **19 April 2011**, this LA will forward the information to the maintaining LA by **26 April 2011**. Where such information is received after **19 April 2011**, this LA will pass it to the maintaining LA as and when it is received.
42. When acting as a maintaining LA, this 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, this 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, this 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 this 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 this 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.

## ANNEX 2

47. When acting as a maintaining LA, this 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, this LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.

### Waiting List Arrangements

50. 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.
51. 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.
52. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
53. 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.
54. 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.
55. 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.
56. Applications received after **4 April 2011**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

### In Year Admissions

57. In-Year 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 agreed In Year Scheme and the Pan London Protocols. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.

## SCHEDULE 2

## KINGSTON COORDINATED PRIMARY ADMISSION ARRANGEMENTS 2011

## DRAFT TIMETABLE (AS AT OCTOBER 2009)

<b>Date</b>	<b>Action</b>
<b>15 January 2011</b>	Closing date for applications
<b>28 January 2011</b>	Deadline for transfer of application data by Home LA to PLR
<b>18 February 2011</b>	Final date for receipt of "on-time" applications
<b>21 to 25 February 2011</b>	Checking of application data
<b>By 25 February</b>	Application data passed to VA/Foundation schools
<b>28 Feb - 8 March 2011</b>	VA/Foundation schools process applications against admissions criteria
<b>9 March 2011</b>	Ranked lists containing all applicants received by LA from VA/Foundation Schools
<b>9 March to 15 March 2011</b>	LA - check and input ranked lists into admission system
<b>16 March 2011</b>	Deadline for the transfer of the ALT file to PLR
<b>16 - 18 March 2011</b>	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
<b>21 to 25 March</b>	LA- checking of offer data
<b>28 March 2011</b>	Deadline of on-line ALT file to portal
<b>4 April 2011</b>	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
<b>19 April 2011</b>	Deadline for receipt of acceptances and refusals
<b>26 April 2011</b>	LAs exchange data from reply slips and pass onto schools and maintaining LAs

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

**Minimum Content of Common Application Form for Admissions to Year 7 and  
Reception in 2011/12**

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):

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'? 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

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2011/12

From: Home LA  
Date: **1 March 2011 (sec)**  
**4 April 2011 (prim)**

Dear Parent,

Application for a Secondary / Primary 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 that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*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.

## ANNEX 2

[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. If the school is in this borough, you can use the enclosed reply slip and return it to this office. If the school is in another borough, you will need to contact the school or the borough concerned.]

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools, but the letter should confirm that this has been done ).

*Please return the reply slip to me by **16 March 2011 (sec )/19 April 2011 (prim)** . If you have any questions about this letter, please contact me on*

\_\_\_\_\_.

Yours sincerely

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

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

**DRAFT  
CO-ORDINATED SCHEME FOR IN - YEAR ADMISSIONS  
FOR SEPTEMBER 2010**

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code define the responsibilities of Local Authorities (LAs) in formulating a scheme to co-ordinate all in-year applications for admissions to primary and secondary schools for entry during the academic year 2010 -11.

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 maintaining LA”	means the LA which maintains the school i.e. the borough or county where the school is situated
“In –Year application”	an application made at any time during the academic year other than for starting school in Reception or for transferring to junior or secondary school
“Admissions Authority”	means the body which has the responsibility for setting admission arrangements for the school. This is the Local Authority for community schools and the Governing Body for voluntary – aided and foundation schools

### **The Scheme**

The scheme shall be determined and processed in accordance with the provisions set out in paragraphs 1 to 27 (below) of the scheme.

The scheme shall apply to every maintained community, foundation and voluntary-aided school in Kingston (except special schools).

### **Applications**

1. In-Year applications from Kingston’s residents for any maintained school in Kingston or in another LA will be made on Kingston’s Common Application Form on which applicants can list up to four schools in rank order of preference. Applications from residents in another LA will be made on the Home LA’s Common Application Form.
2. The Kingston Common Application Form will include all the fields and information specified as necessary for this scheme.

3. In addition, applicants will be advised to complete a supplementary information form if required to enable a school to apply its published oversubscription criteria. Information on where to obtain a supplementary form will be published in each maintaining LA's admission booklet, website and in the school's published information. Applicants completing a supplementary information form must be advised, via the form, that they must also complete their LA's Common Application Form and name the school on that form.
4. Where an admission authority receives a supplementary information form, it will not consider it to be a valid application until the parent/carer has also listed the school on their Home LA's Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.
5. If a Kingston school receives a supplementary information form, it will not consider the application until Kingston LA has confirmed that the school has been named on a completed Common Application Form.
6. The order of preference given on the Common Application Form will not be revealed to any school in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child resident in this LA expresses a preference for more than one school in another LA, the order of preference for that LA's schools will be revealed to that LA. The LA will determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
7. Each LA will undertake to carry out address verification for each application made by a resident within that LA.
8. Each LA will check the status of any applicant who is a 'Looked After' child and confirm this with its school or the maintaining LA.
9. Each Home LA will satisfy itself that each applicant's date of birth is correct.
10. Where parents/carers have provided reasons for a preference school, the information will be forwarded to the admission authority or to the maintaining LA.
11. Where parents/carers have provided additional documents in support of their application i.e. exceptional reasons, this will be forwarded to the admission authority or to the maintaining LA.

### Processing

12. Where an application is not fully completed, LAs will not treat the application data as valid until all information is received.
13. As the Home LA, Kingston LA will aim to share fully completed application data relating to schools within maintaining LAs **within 5 working days** of the application being fully completed.

14. For secondary applications, Kingston LA, as the maintaining LA will request background information from the previous school before a place is offered.
15. Kingston LA will inform each Kingston school of all applications made for that school, including lower preferences, and even where a higher preference offer has been made at another school. This will keep each school informed of the total number of applications made for the school.

### Offers and Post Offer

16. Acting as the Home LA, Kingston LA will inform each Kingston resident applicant of their highest offer of a school place, and where possible, the reasons why higher preferences were not offered, including if outcomes are not yet known. This will apply whether the schools are in Kingston or another LA area.
17. Where a place can be offered and all the relevant information has been received, the admission authority and the LA will agree a start date. Parents will be asked to accept or decline the offer within two weeks of the date the offer letter.
18. Where a parent does not respond within this timeframe, Kingston LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is an out-borough applicant, will liaise with the Home LA, who will in turn contact the parent. Only where the parent fails to respond and the relevant Home LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority.
19. Once an acceptance or refusal for a Kingston school has been received, Kingston LA will inform the school accordingly.
20. When a vacancy does not exist, Kingston LA as the Maintaining LA will inform the Home LA or Kingston parent and advise them of the waiting list position when this information is available from the admission authority.
21. If a place cannot be offered at a school, the Home LA will advise parents of their right of appeal and how to obtain appeal documentation.
22. Parents/carers will be advised that their child's name will be placed on the waiting list for higher preference schools than the one offered.
23. Admission authorities will consider and rank an application and provide the LA with a decision including waiting list positions **within 10 school days** of receiving application data. This will enable LA to give an outcome to parents or the Home LA within timescales agreed between LAs.
24. Kingston schools will inform the LA when the child is on roll at the school. Kingston LA will communicate this information with the Home LA where relevant.

**Waiting Lists**

25. Where a place is available to be offered from the waiting list, Kingston schools will convey this information to the LA, who will inform the Home LA so that they may formally offer the place.
26. Acting as the Home LA, Kingston LA will formally offer a school place to its residents on behalf of schools in Kingston or in another LA.
27. Kingston Schools must inform the LA of any changes in admission numbers as they occur so that vacancy data is kept up to date.

DRAFT

**SCHOOL ADMISSIONS FORUM**

**13 OCTOBER 2009**

**INFORMATION ITEMS**

**A. UPDATE ON RECEPTION AND YEAR 7 ENTRY IN SEPTEMBER 2009**

As at 6 October 2009, there is 1 Primary (Reception) child and 2 Secondary school (Year 7) children without a known destination of a school place. A verbal update will be given at the meeting.

**Background papers for information items:** held by Hatija Bhatia, 020 8547 5284  
e-mail: [Hatija.Bhatia@rbk.Kingston.gov.uk](mailto:Hatija.Bhatia@rbk.Kingston.gov.uk)