APPENDIX A

SCHOOL ADMISSIONS FORUM

12 OCTOBER 2010

EXPANSION OF PRIMARY AND SECONDARY SCHOOLS PLACES - UPDATE

REPORT BY THE DIRECTOR OF LEARNING AND CHILDREN'S SERVICES (INTERIM)

SUMMARY
This report informs the Forum of the Local Authority's plans to ensure that there are sufficient primary and secondary school places in Kingston. It includes an update regarding plans for a new secondary school in the north of the borough in the light of the recent government announcement regarding changes to the Building Schools for the Future programme.

ACTION FOR THE FORUM
The Forum is asked to receive the paper for information.

Permanent Expansion of Primary Schools

1. The Local Authority has a statutory duty as the commissioner of school places in the area to ensure that there are sufficient places and schools across the area to promote diversity and increase parental choice. Although a Strategy for the Permanent Expansion of Primary School Places was approved at Executive on 1 December 2009, as a result of the challenging and uncertain financial picture facing all Councils, the Council's Executive at their meeting on 30 June 2010, agreed a two phased approach to permanent expansion. The two phased approach means that the expansion of some schools is deferred for review until February 2011. This decision allows for greater certainty about funding and another year of pupil admissions and birth data to be available.

2. The two phased permanent expansion programme agreed by Executive on 30 June is as follows;

Phase 1 - £42m capital budget 2010-12

- Public Notices were published during the Summer for schools in Phase 1 of the Strategy to enable an additional 255 (6.5fe) permanent places to be available from September 2011. The schools involved are; Latchmere, Fern Hill, Alexandra Infants / St Pauls CofE Junior, Burlington Infants / Burlington Juniors, St Matthews, Grand Avenue, and Ellingham Primary. An additional 2 forms of entry are to be established in Surbiton at a new primary school as part of the redevelopment of the Surbiton Hospital site (see below).

Phase 2 *(for review in February 2011)*

- Decision to issue a Public Notice to expand will be deferred until February 2011 to review if funding and pupil projections indicate this is appropriate. The schools in

Phase 2 are Christ Church New Malden, Corpus Christi, Malden Manor, King Athelstan and Lovelace (150 places 5fe) with a plan to review the need for permanent expansion in February 2011. Permanent expansion of these schools would not take effect until September 2012.

The full Executive report can be accessed on the Council's website on the link;
http://www.kingston.gov.uk/council_and_democracy/committeeminutes/moderngov.htm?mgl=ieListDocuments.aspx&CId=134&MId=5938&Ver=4

New Primary School – Surbiton Hospital Site

3. NHS Kingston and Kingston Council have been working together with GPs, patients, parents, carers and other local people to bring a new lease of life to the Surbiton Hospital site. We are now proposing a joint planning application for a new healthcare building and a new primary school.

4. Consultation took place during the summer regarding the plans and feedback from this will inform the planning application which we intend to submit in October 2010.

5. NHS Kingston has to follow a process that includes the Strategic Health Authority for London approving their business case for the redevelopment of the whole site. Once this is secured the Council will be able to commence with the competition process to identify the provider of the new school.

6. As it is not possible to carry out this work in time to inform the school admissions process for September 2011 the new primary school will not be able to admit children until September 2012. The Council's Executive agreed, therefore, at their 30 June 2010 meeting that two additional 'bulge' classes are required in the Surbiton area for September 2011 entry. We are currently discussing this with local schools and will be able to advise parents of the additional places from 19 October 2010. Information on the implications of these arrangements for 2011 admissions will be tabled and discussed at the SAF.

New Secondary School in North Kingston

7. Following the announcement on Monday 5 July 2010 that the Government is to end the Building Schools for the Future (BSF) programme, the Local Authority is taking action to ensure that we are well placed to have sufficient secondary school places in the future.

8. As a priority we are looking at alternative streams of funding for a new school in Kingston. Kingston has a clear need for a new secondary school to meet the growing demand for places in the coming years, and the Secretary of State for Education stated that '*…the review of capital is made all the more necessary because as pupil numbers rise in years to come we have to ensure our first duty is guaranteeing an expansion in capacity to meet that demographic growth.'*

9. Work to determine the provider of the new school through a competition process is continuing and two bids were received by the August 23rd deadline. On 10th September 2010 we published a summary of the proposals from the Southwark Diocese and Kingston Educational Trust, and a public meeting was held on 24th September 2010 to allow the public to hear more about the proposals from the bidders. Comments on the proposals can be made until 22nd October after which the

bids will be assessed in the autumn with a final decision being taken by the independent Schools' Adjudicator.

For further information on the above see details at :
http://www.kingston.gov.uk/browse/education/schools/school_expansion.htm

or contact Anne Redparth, Head of Resources and Commissioning, on 020 8547 5276, email anne.redparth@rbk.kingston.gov.uk

Background Papers held by Tina Herring
Email: Tina.herring@rbk.kingston.gov.uk tel: 0208 547 5288

APPENDIX B

SCHOOL ADMISSIONS FORUM

12 OCTOBER 2010

ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS 2012/13

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 2012 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 the School Admissions Forum,other admission authorities, neighbouring Local Authorities, Diocesan Boards (for faith schools), relevant parents and the wider community.

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. There are changes proposed to the admission arrangements for 2012/13 because a number of schools are proposing to increase their admission numbers in September 2011 and their admission numbers will be different to the determined admission arrangements for 2011/12.

4. As a result, the Local Authorities will consult on proposed admission arrangements for 2012/13 as they constitute a change from the determined arrangements for the previous year.

5. The proposed permanent expansion of seven community primary schools for September 2011 is currently undergoing the statutory process for expansion. The schools that are proposed for expansion for September 2011, each providing 30 extra places are:

- Alexandra Infant School
- Burlington Infant and Nursery School
- Burlington Junior School
- Ellingham Primary School
- Fern Hill Primary School
- Grand Avenue Primary and Nursery School
- Latchmere School

6. Once the statutory process is completed, the Local Authority will apply to the Office of the Schools Adjudicator for an in-year variation to permanently increase these schools' admission numbers. The proposed admission numbers for community primary schools for September 2012/13 are listed in paragraph 27 of this report.

7. In February 2011 the Local Authority will be reviewing the sufficiency of primary school places for 2012/13 and may publish statutory proposals for the expansion of further schools. It is anticipated that a further round of in-year variations would then be applied for.

Admissions Criteria for Community schools

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

8. There are no proposals to change the admissions criteria for community schools for 2012/13 and the proposed criteria in each of the sectors are given below.

Proposed criteria for community secondary 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 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:

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 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.

Proposed criteria for community junior schools:

11. 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:

12. 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

13. 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.

14. 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).

APPENDIX B

Measuring home to school distance

15. 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

16. 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.
17. 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.
18. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
19. Waiting lists for community schools are kept open throughout the year.

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

20. 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)

21. 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

22. 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

23. 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

24. 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.

25. The latest sets of published policies used by the Voluntary Aided and Foundation Schools are contained in the following Local Authority booklets:

- Which Secondary School?
- Primary School Admissions booklet
- Admission to Nursery Education in Kingston for 3 to 4 year olds

26. At this stage other Voluntary Aided and Foundation schools have given little indication of proposed changes to their admissions policies for the admissions round for September 2012/13.

27. The proposed co-ordinated schemes for secondary and primary admissions are attached as Annex 1 and 2 of this report. The proposed In-Year Admissions scheme is attached as Annex 3 of this report. It should be noted that because In-Year admissions scheme has only been in operation since September 2010, it may be subject to change resulting from the implementation of the scheme.

APPENDIX B

ADMISSIONS NUMBERS FOR SEPTEMBER 2012

Secondary School Admission Numbers for September 2012

28. There are no proposed changes to the admission number of any Community secondary schools for September 2012. 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 2012

29. There are seven community primary schools that are currently undergoing the statutory process for permanent expansion with effect from September 2011. Once the statutory process is duly completed, these schools will require a change to their admission number and this change will be made via an application for an in-year variation to the Office of the Schools Adjudicator.

30. Subject to completion of this statutory process, the proposed admission numbers for community primary schools for September 2012/13 are indicated below. (The schools undergoing the statutory process for permanent expansion by 30 additional places per school for 2011, are indicated with an asterisk *. The proposed admission number for these schools includes the 30 extra places):

School	Proposed Admission No
Alexandra Infant*	90*
Burlington Infant*	120*
Burlington Junior*	120*
Castle Hill Primary	60
Coombe Hill Infant	90
Coombe Hill Junior	90
Ellingham Primary*	60*
Fern Hill Primary*	90*
Grand Avenue Primary*	90*
Green Lane Primary	60
King Athelstan Primary	60
Knollmead Primary	30
Latchmere School*	120*
Lovelace Primary	60

Malden Manor Primary	60
Maple Infant	60
Robin Hood Primary	30
The Mount Primary	60
Tolworth Infant	90
Tolworth Junior	90

31. It is also anticipated that a further 60 places will be available in a new primary school based on part of the Surbiton Hospital site in 2012/13. This is subject to a statutory school competition process to determine who the provider will be and what type of school is established.

32. Following a review of the sufficiency of places in February 2011, there may also be further statutory proposals to expand other community schools for September 2012. However, at this time, the proposed admission numbers for 2012/13 are set out above and for any schools subject to expansion, an application for an in-year variation would be submitted following the conclusion of the statutory process.

Sixth Form Admissions into community secondary schools for September 2012

33. 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.

34. 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.

35. 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 by subject depending on the level of demand 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.

36. 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
Email: Hatija.Bhatia@rbk.kingston.gov.uk tel: 0208 547 5284
"Which Secondary School? " Admissions booklet
Primary School Admissions booklet
School Admissions Code 2010 and School Admissions Regulations 2008
Pan London Admissions Protocols for In-Year Admissions 2010/11 and 2011/12
Pan London Admissions Schemes for Primary and Secondary Admissions 2011

Annex 1

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

SCHEME FOR CO-ORDINATED SECONDARY SCHOOL ADMISSIONS IN SEPTEMBER 2012

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 school, which is attached as Schedule 2
"the Prescribed Day"	1st 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(RBK), receives a copy of RBK's "Which Secondary School" booklet, a Common Application Form and supplementary information forms for RBK 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 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 secondary school Admission booklet and in the Business User Guide. This will in all cases include validation of resident applicants in accordance with described processes incuding 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 **9 December 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 **14 November 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 **14 November 2011**.

13. This LA will share the details of each application with own admission authority schools within RBK 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 2011.** However this LA will publish information which encourages applicants to submit their applications by **21 October 2011 (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 **14 November 2011**. 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 **15 November and 24 November 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 **25 November 2011**.

20. This LA will participate in the data checking exercise to be schedule between **12 December 2011 and 3 January 2012** in the Pan London timetable.

21. All preferences for schools within this LA will be considered and ranked by the relevant admission authorities between **25 November 2011 and 12 January 2012** for entry in September 2012.

22. By **13 January 2012**, all admission authorities within RBK, will have provided a list of applicants in criteria order to this LA and this LA will 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 **9 December 2011,** 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 **9 December 2011**, 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 **9 December 2011,** 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 9 December 2011.**

28. Any late applications received after **9 December 2011 but before 1 March 2012** 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 **2 February 2012.** 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 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 **14 February 2012** if this is sooner.

32. This LA will participate in the offer data checking exercise scheduled between **15 and 22 February 2012** 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 **22 February 2012**.

National Offer Day – 1 March 2012

34. On **1 March 2012**, 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 2012.**

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 2012.

Post-offer Date Arrangements

39. Parents must accept or decline the offer of a place by **15 March 2012**, 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 **15 March 2012**, this LA will forward the information to the maintaining LA by **22 March 2012**. Where such information is received after **15 March 2012**, this LA will pass it to the maintaining LA as and when it is received.

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.

53. Where a vacancy occurs and a place can be offered from the waiting list, this LA will liaise with the admission authority for the school before advising the parent/carer or Home LA of the offer.

54. 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.

55. Applications received after **1 March 2012,** will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

In Year Admissions

56. In-Year 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 Admissions 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.

Annex 1

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:

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
DE 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.

Annex 1

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2012/13

From: Home LA
Date: **1 March 2012 (sec)**
3 April 2012 (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

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 ***15 March 2012 (sec)/17 April 2012 (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)

Annex 1

SCHEDULE 2

KINGSTON COORDINATED SECONDARY ADMISSION ARRANGEMENTS 2012

DRAFT TIMETABLE (AS AT OCTOBER 2010)

Date	**Action**
2011	
June	Publicity for Year 5 parents
June – 31 August	Exchange data on out-borough resident Year 5 pupils in LA maintained schools
1 October	Start of Open Evenings for RBK secondary schools
31 October	Closing date for applications
14 November	Deadline for ADT files to PLR
25 November	Application data passed to VA/Foundation schools – (target date for Tiffin is by 21 November to accommodate tests)
25 Nov 11 – 13 Jan 12	LA - process applications for Community Schools
25 Nov 11 – 13 Jan 12	VA/Foundation schools process applications against admissions criteria
9 December 2011	Final date for receipt of “on-time” applications
2012	
13 January	Ranked lists containing all applicants received by LA from VA/Foundation Schools
From 2 February – 14 February	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
1 March	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
15 March	Return of reply slips
By 22 March	LAs exchange data from reply slips and pass onto schools

Annex 2

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

SCHEME FOR CO-ORDINATED PRIMARY SCHOOL ADMISSIONS
IN SEPTEMBER 2012

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
“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.

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. Applicants will be advised that they will receive no more than one offer of a school place on 3 April 2012.

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 admissions booklet and its entry in the Business User Guide. This will, in all cases, include validation of addresses in accordance with described processes 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 **17 February 2012.**

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 **27 January 2012**.

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 **27 January 2012**.

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 **27 January 2012**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.

16. Between **28 January and 4 February**, this LA will check applicant data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **7 February 2012**.

17. 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 **17 February 2012,** to enable them to be considered alongside applications received earlier.

18. 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 and pass them on to RBK schools for ranking as on time applications.

19. 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 **17 February 2012.**

20. 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 **17 February 2012**, on the basis that an on-time application already exists within the Pan London System.

21. 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 **17 February 2012,** to enable them to be considered alongside applications received earlier.

22. 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 17 February 2012.**

23. Any late applications received after **17 February 2012 but before 3 April 2012** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.

24. 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.

25. This LA will participate in the data checking exercise to be scheduled between **20 February and 27 February 2012** in the Pan London timetable.

26. All preferences for schools within this LA will be considered by the relevant admission authorities between **7 February** and **6 March 2012** for entry in September 2012.

27. By **6 March 2012**, 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. **Between 6th March 2012 and 12 March 2012,** this LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (local admissions system) 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 **13 March 2012.** 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 **16 March 2012** if this is sooner.

31. Kingston LA will not make an additional offer between the end of the iterative process and **3 April 2012** 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 **19 and 26 March 2012** 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 **27 March 2012**.

Offers

35. On **3 April 2012**, 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.

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 **3 April 2012.**

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 **17 April 2012**, 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 **17 April 2012**, this LA will forward the information to the maintaining LA by **24 April 2012**. Where such information is received after **17 April 2012**, 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.

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 vacancy occurs and a place can be offered from the waiting list, this LA will liaise with the admission authority for the offering school before advising the parent/carer or Home LA of the offer.

56. 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.

57. Applications received after **3 April 2011,** will be added to community school

waiting lists or passed on to the relevant admissions authority as appropriate.

In Year Admissions

58. 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.

Annex 2

SCHEDULE 2

KINGSTON COORDINATED PRIMARY ADMISSION ARRANGEMENTS 2012

DRAFT TIMETABLE (AS AT OCTOBER 2010)

Date	Action
15 January 2012	Closing date for applications
27 January 2012	Deadline for transfer of application data by Home LA to PLR
By 7 February 2012	Application data passed to VA/Foundation schools
17 February 2012	Final date for receipt of “on-time” applications
20 to 27 February 2012	Checking of application data
7 Feb - 6 March 2012	VA/Foundation schools process applications against admissions criteria
6 March 2012	Ranked lists containing all applicants received by LA from VA/Foundation Schools
6 March to 13 March 2012	LA - check and input ranked lists into admission system
14 March 2012	Deadline for the transfer of the ALT file to PLR
14 - 16 March 2012	Sending/receiving of potential offers and declines via PLR to out of borough LAs to identify single offer
19 to 26 March 2012	LA- checking of offers and declines data
27 March 2012	Deadline for the transfer of outcomes of online applications to the E-Admissions portal(ALT file)
3 April 2012	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
17 April 2012	Deadline for receipt of acceptances and refusals
24 April 2012	LAs exchange data from reply slips and pass onto schools and maintaining LAs

Annex 2

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

Annex 2

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 2012 (sec)**
3 April 2012 (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 ***15 March 2012 (sec)/17 April 2012 (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)

Annex 3

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

CO-ORDINATED SCHEME FOR IN - YEAR ADMISSIONS
FOR SEPTEMBER 2012/13

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 2012/13.

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 a 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.

APPENDIX C

SCHOOL ADMISSIONS FORUM

12 OCTOBER 2010

INFORMATION ITEMS

A. Update on Reception and Year 7 admissions for September 2010

As at 6 October 2010, there are 8 Primary (Reception) child and no Secondary school (Year 7) children without a known destination of a school place. A verbal update will be given at the meeting.

B. In-Year Admissions from September 2010

Members will be aware that from September 2010, any residents requiring a school place must apply via their own Home Council (Home LA) regardless of whether the school located is in the Home LA's area or another LA's area. The new process is underway and schools are working very collaboratively with the LA to manage this change in school admissions.

C. Co-ordinated Primary Admissions 2011

The School Admissions Co-ordination Regulations require each local authority to co-ordinate primary admissions for its residents in the same way as secondary admissions. Parents make their applications for a primary school place via their Home LA, regardless of whether the school is in the Home LA or in another LA's area. Any applicant who is eligible for more than one school place will only receive a single offer of a school place, regardless of where the school is located. The closing date for completed applications for 2011 admission is 15 January 2011.

D. Co-ordinated Secondary Admissions 2011

This process is well-embedded and Pan London secondary co-ordination is now in its 7th year. The statutory closing date for applications for 2011 admission is 31 October 2010. As this falls at the end of half term, we are encouraging parents to submit their applications via their primary schools by Friday 22 October when schools break up for half term.

E. Consultation for Admission Arrangements 2012/13

All admission authorities (for any community, foundation or voluntary aided schools) are required to consult on their admission arrangements every three years unless there is a proposed change to their existing arrangements. In practice, this means consultation on proposed admission arrangements for 2012/13 is only required if there have been change since the last consultation (which must have taken place in one, or both, of the previous two years).

RBK admission authority schools will be asked to confirm with the LA this term if they are consulting on proposed admission arrangements for 2012/13 and to provide the

relevant consultation. Alternatively, if there are no proposed changes to their current admission arrangements, they will be expected to provide their proposed admission arrangements for 2012/13 in due course.

Consultations must last for a minimum of 8 weeks and run between 1 November and 1 March and consultees must include the Local Authority, all admission authorities in the relevant area, the School Admissions Forum, admission authorities in neighbouring LAs, relevant religious authorities (for faith schools), relevant parents and the wider community. Consultations must be completed by 1 March 2011and admission authorities must determine their admission arrangements by 15 April 2011.

Background papers for information items: held by Hatija Bhatia, 020 8547 5284
e-mail: Hatija.Bhatia@rbk.Kingston,gov.uk