

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

**CO-ORDINATED SCHEME FOR IN-YEAR ADMISSIONS  
FOR THE ACADEMIC YEARS 2010/11 and 2011/12**

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 for the academic year 2010 -11.and 2011-12

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 RBK 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 (see template forms at Annex 1).

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 of 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. For the Tiffin Schools, the names of children wishing to be considered for a place (and who are eligible to be considered for a place) will be held at the school. In the event of a place becoming available, these applicants will be invited to be tested for the vacant place in the appropriate year group.
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 (except for the Tiffin Schools – see paragraph 20) **within 10 school days** of receiving application data. This will enable the 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.