

**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 oversubscription 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	the database which will transmit application and

(PLR)”	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 RBK’s residents will be made on Kingston’s Common Application Form which will be available in paper form and online. 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 school 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 oversubscription 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 oversubscription 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, from the relevant school and from the Learning and Children’s Reception (Guildhall 2). 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.
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 school 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 online, 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 uploaded 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.
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 scheduled between **21 February and 28 February 2011** in the Pan London timetable.
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 of a school in this LA 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.
36. Kingston LA's notification 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, 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 school by **4 April 2011**.
39. This LA's outcome letter will include the information set out in Schedule 2.

## Post-offer Date 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 a resident applicant 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 will not inform an applicant resident in another LA that a place can be offered.
44. Admission authorities within this LA will not inform any applicant that a place can be offered in advance of such notification being sent to the applicant by the Home LA.

45. 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.
46. When acting as a home LA, if 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.
47. When acting as a home LA, if 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.
48. 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.
49. 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 via the Home LA, 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 (over-age 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 oversubscribed year groups, waiting lists will be maintained according to the published admissions criteria for the school.

## TEPLATE SCHEDULE 2

### KINGSTON COORDINATED PRIMARY ADMISSION ARRANGEMENTS 2011

#### DRAFT TIMETABLE (AS AT OCTOBER 2009)

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

## TEPMPLE 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 exceptional family, 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 Notification Letter for Admissions to Year 7 and Reception in 2011/12

From: Home LA

Date: **1 March 2011 (secondary)**

**4 April 2011 (primary)**

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 have 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 **16 March 2011 (secondary )/19 April 2011 (primary)** . 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)*