

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

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

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

Glossary of terms in the scheme

“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each LA must have under the Regulations for parents to use to make their applications, set out in rank order
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within a 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”	1 st March in the year following the relevant determination year except that, in any year which that day is not a working day, the prescribed day shall be the next working day
“the Pan London Register (PLR)”	the database which will transmit application and offer data between each LA’s local admission system
“the Pan London Timetable”	the framework for processing of application data
“the Qualifying Scheme”	the scheme which each LA is required to formulate 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 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 advise home LAs of their resident pupils on the roll of this LA’s maintained primary schools and whose parents are eligible to make an 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 (RBK), receives a copy of the 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 Technology 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 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. 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 oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.

6. Where supplementary information forms are used, these will be made available on the RBK website and with RBK's "Which Secondary School?" booklet. Parents will be advised in the booklet which schools require these forms to be completed, where to obtain the forms and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their Home LA's Common Application Form, in accordance with the School Admissions Code.
7. The order of preference given on the Common Application Form will not be revealed except where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be given to that LA so that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
8. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has completed their Home LA's Common Application Form and the school is nominated on it. This is in accordance with paragraph 3.7 of the School Admissions Code.
9. Where a Common Application Form has been completed, but not a supplementary information form, the preference is still valid and will be considered. However parents will be advised in the "Which Secondary School?" booklet that not submitting a completed supplementary information form to schools which require supplementary information to apply their admissions criteria may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.
10. Kingston LA undertakes to carry out the address verification process set out in its entry in the Business User Guide (BUG). This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2010**.
11. Kingston LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a 'Looked After Child' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **15 November 2010**.
12. Kingston LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct

age range for the cohort, and forward any supporting documentation to the maintaining LA by **15 November 2010**.

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 online, to this LA by **31 October 2010**. However this LA will publish information which encourages applicants to submit their applications by **22 October 2010 (i.e. Friday before half-term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the Pan London Register (PLR).
16. Supplementary information forms, where they apply, must be returned to the school by the closing date which must be specified on the supplementary information form.
17. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by **15 November 2010**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.
18. In consultation with the school admission authorities within this LA's area and within the framework of the Pan London timetable, the draft timetable attached has been drawn up for the processing of application data and the application of admissions criteria. This may be subject to alteration prior to the implementation of this scheme to reflect any required change under Pan London arrangements.
19. Between **16 November and 25 November 2010**, this LA will check the application data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **26 November 2010**.
20. This LA will participate in the data checking exercise to be scheduled between **13 December 2010 and 4 January 2011** in the Pan London timetable.
21. All preferences for schools within this LA will be considered by the relevant admission authorities between **26 November 2010 and 14 January 2011** for entry in September 2011.
22. By **14 January 2011**, all admission authorities within the Royal Borough of Kingston upon Thames will have provided a list of applicants in criteria order to this LA and this LA shall, for each applicant who has qualified for more than

one potential offer, use the highest ranked preference to decide which single potential offer of a school in this LA to make (this is the “Equal Preference System”).

Late Applications

23. This 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 **10 December 2010**, to enable them to be considered alongside applications received earlier.
24. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA’s scheme.
25. Where a parent moves from one participating Home LA to another after submitting an on time application under the terms of the former Home LA’s scheme, the new Home LA will accept the applications as on time up to **10 December 2010**, on the basis that an on time application already exists within the Pan London System.
26. Where a parent moves within the borough and wishes to change their preferences to include schools closer to their new home address, any such applications will need to be received by **10 December 2010**, to enable them to be considered alongside applications received earlier.
27. 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 10 December 2010**.
28. Any late applications received after **10 December 2010 but before 1 March 2011** will not be considered in the initial allocation round and will be considered after all the on time applications are processed.

Exchange of Offers Data via PLR

29. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its local admission system (LAS) before uploading data to the PLR.
30. This LA will upload the highest potential offer (ALT File) available to an applicant for a maintained school in this LA to the PLR by **3 February 2011**. The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.

31. The 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 **15 February 2011** if this is sooner.
32. This LA will participate in the offer data checking exercise scheduled between **16 and 23 February 2011** in the Pan London timetable.
33. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **23 February 2011**.

National Offer Day – 1 March 2011

34. On **1 March 2011**, this LA will send out by first class post notification of the outcome to resident applicants. This LA will inform all resident applicants of their highest offer of a school place and where relevant, the reasons why higher preferences were not offered, whether these were for schools in the home LA or in other participating LAs.
35. Kingston parents whose children do not qualify for a place at any of the schools they apply for (in any LA) will be offered an alternative school on the national offer day (1 March) if at all possible. This school will be the nearest non-selective school to the home address with places remaining for boys and/or girls (as applicable). Allocation will be made in accordance with the school's admission criteria and in consultation with the school's admission authority. These parents will also be offered the opportunity to make late applications to schools to which they did not originally apply.
36. Details of the pupils to be offered will be made available to each Kingston primary and secondary school on **1 March 2011**.
37. This LA's outcome letter will include the information set out in Schedule 2
38. This LA will provide primary schools with a final destination data of its resident applicants before the end of the summer term 2011.

Post-offer Date Arrangements

39. Parents must accept or decline the offer of a place by **16 March 2011**, or within two weeks of any subsequent offer. If they do not respond by this date, the LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept or decline the place. Only where the parent fails to respond and the LA can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.

40. Where a resident applicant accepts or declines a place in a school maintained by another LA by **16 March 2011**, this LA will forward the information to the maintaining LA by **23 March 2011**. Where such information is received after **16 March 2011**, this LA will pass it to the maintaining LA as and when it is received.
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 will not inform an applicant, resident in another LA, that a place can be offered.
43. 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.
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, 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.
46. 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 37 and 38, 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 and academies in its area.

Waiting List Arrangements

49. 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.
50. 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.

51. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
52. 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.
53. 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.
54. 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.
55. Applications received after **1 March 2011**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

In Year Admissions

56. 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 oversubscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.

SCHEDULE 1

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

Applicant's details:

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

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

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

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

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

Additional information:

- Reasons for preferences (including any exceptional 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 the school that 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.

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)

TEMPLATE SCHEDULE 2

KINGSTON CO-ORDINATED SECONDARY ADMISSION ARRANGEMENTS 2011

DRAFT TIMETABLE (AS AT OCTOBER 2009)

Date	Action
2010	
June	Publicity for Year 5 parents
June – 31 August	Exchange data on out-borough resident Year 5 pupils in LA maintained schools
1 October	Cycle of Open Evenings commence
31 October	Closing date for applications
15 November	Deadline for ADT files to PLR
26 November	Application data passed to VA/Foundation schools – (target date for Tiffin is by 20 November to accommodate tests)
26 November 10– 14 January 2011	LA process applications for Community Schools
26 November 10 – 14 January 2011	VA/Foundation schools process applications against admissions criteria
10 December	Final date for receipt of “on time” applications
2011	
14 January	Ranked lists containing all applicants received by LA from VA/Foundation Schools
3 February – 15 February	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
1 March	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
16 March	Return of reply slips
By 23 March	LAs exchange data from reply slips and pass onto schools