PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template Pan London Schemes for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2019/20 and the LA Scheme for In Year Admissions 2019/20

Contents

Page 2	Definitions used in this document
Page 4	Template scheme for co-ordination of admissions to Year 7 in September 2019
Page 9	Template scheme for co-ordination of admissions to Reception/Junior in September 2019
Page 14	Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)
Page 15	Template outcome letter -Year 7 and Reception Schemes (Schedule 2)
Page 16	Timetable for Year 7 Scheme (Schedule 3A)
Page 17	Timetable for Reception Scheme (Schedule 3B)
Page 18	Lewisham's In Year Co-ordinated Scheme

Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2019/20

Definitions used in the template schemes

Application Year	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
The Board	the Pan-London Admissions Executive Board, which is responsible for the Scheme
Business User Guide (BUG)	the document issued annually to participating LAs setting out the operational procedures of the Scheme
Common Application Form	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
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 eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
Highly Recommended Elements	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
Home LA	the LA in which the applicant/parent/carer is resident
LIAAG Address Verification Register	the document containing the address verification policy of each participating LA
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
London E-Admissions Portal	the common online application system used by the 33 London LAs and Surrey County Council
Maintaining LA	the LA which maintains a school, or those within whose area an academy is situated, for which a preference has been expressed.

Mandatory Elements	those elements of the Template Scheme to which authorities **must** subscribe in order to be considered as 'Participating Authorities' and to benefit from use of the Pan-London Register
Notification Letter	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
Prescribed Day	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
Pan-London Register (PLR)	the database which will sort and transmit application and outcome data between the LAS of each participating LA
Pan-London Timetable	the framework for processing of application and outcome data, which is attached as Schedule 3
Participating LA	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
Qualifying Scheme	the scheme which each LA is required to formulate in accordance with The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

Template Scheme for Co-ordination of Admissions to Year 7 in 2019/20

Applications

1. Lewisham LA will advise home LAs of their resident pupils on the roll of its maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.

2. Applications from Lewisham residents will be made on its Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Lewisham LA to enable the admission authorities in the area to apply their published oversubscription criteria.

3. Lewisham LA will take all reasonable steps to ensure that every parent/carer who is resident in the borough and has a child in their last year of primary education within a maintained school or academy, either in Lewisham or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LAs composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

4. The admission authorities within Lewisham will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Lewisham, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

5. Where supplementary information forms are used by admission authorities in Lewisham LA, they will be available via their website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Lewisham LA's composite prospectus and website, will indicate which schools in the borough require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Lewisham receives a supplementary information form, Lewisham LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the borough.

8. The order of preference given on the Common Application Form will not be revealed to a school within Lewisham LA. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Lewisham LA

expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Lewisham LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Lewisham LA's primary school data and the further investigation of any discrepancy. Where Lewisham LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2018**.

10. Lewisham LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **13 November 2018**.

11. Lewisham LA will advise a maintaining LA of the reason for any preference which is made, in respect of a child resident in the area of this LA to be admitted outside their correct age cohort, and will forward any supporting documentation to the maintaining LA by **13 November 2018**.

Processing

12. Applicants resident within Lewisham LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2018**. However, Lewisham LA will publish information which encourages applicants to submit their application by **19 October 2018** (i.e. the Friday before half term), to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Lewisham's scheme, will be up-loaded to the PLR by **13 November 2018.** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. Lewisham LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.

15. Lewisham LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.

16. Where such applications contain preferences for schools in other LAs, Lewisham LA will forward the details to maintaining LAs via the PLR as they are received. Lewisham LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.

17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of Lewisham LA's scheme is **12 December 2018.**

18. Where an applicant moves from one participating home LA to Lewisham after submitting an on-time application under the terms of the former home LA's scheme, Lewisham LA will accept the application as on-time up to **12 December 2018**, on the basis that an on-time application already exists within the Pan-London system.

19. Lewisham LA will participate in the application data checking exercise scheduled between **13 December 2018 and 2 January 2019** in the Pan-London timetable in Schedule 3A.

20. All preferences for schools within Lewisham LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Lewisham LA have provided a list of applicants in criteria order to Lewisham, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.

21. Lewisham LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

22. Lewisham LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **1 February 2019.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

23. Lewisham's LAS will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within 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 Business User Guide) which will continue until notification that a steady state has been achieved, or until **14 February 2019** if this is sooner.

24. Lewisham LA will not make an additional offer between the end of the iterative process and **1 March 2019** which may impact on an offer being made by another participating LA.

25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Lewisham, 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) Lewisham 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, Lewisham LA will accept that the applicant(s) affected might receive a multiple offer.

26. Lewisham LA will participate in the offer data checking exercise scheduled between **15 and 22 February 2019** in the Pan-London timetable in Schedule 3A.

27. Lewisham LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2019**.

Offers

28. Lewisham LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. Usually this will be the closest school to the applicant's home address which has a vacancy after the allocation of school places.

29. Lewisham 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 they were for schools in Lewisham or in other participating LAs.

30. Lewisham LA's outcome letter will include the information set out in Schedule 2.

31. On **1 March 2019**, Lewisham LA will send by first class post notification of the outcome to resident applicants who made a paper application.

32. Lewisham LA will provide its primary schools with destination data of its resident applicants via the School Admissions Module (SAM) which will be available from **2 March 2018**.

Post Offer

33. Lewisham LA will request that resident applicants accept or decline the offer of a place by **15 March 2019**, or within two weeks of the date of any subsequent offer.

34. Where an applicant resident in Lewisham LA accepts or declines a place in a school maintained by another LA by **15 March 2019**, Lewisham LA will forward the information to the maintaining LA by **22 March 2019**. Where such information is received from applicants after **15 March 2019**, Lewisham LA will pass it to the maintaining LA as it is received.

35. Where a place becomes available in an oversubscribed maintained school or academy in Lewisham's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

36. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

37. When acting as a maintaining LA, Lewisham 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.

38. When acting as a maintaining LA, Lewisham LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

39. When acting as a home LA, Lewisham 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.

40. When acting as a home LA, when Lewisham 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.

41. When acting as a home LA, when Lewisham 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.

42. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

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

44. Waiting lists - Requests to be placed on a waiting list for a school within Lewisham must be made via the home LA. In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents' highest possible preference, Lewisham will ensure that waiting lists do not contain lower ranked preferences except where it (or the home LA) has agreed to a parental request to change the order of preferences. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply as an In Year applicant from September 2019.

The pan London secondary transfer scheme continues until the end of July 2019. Applications received for Year 7 from 1 August 2019 will be considered as In Year applications.

Waiting lists for community schools in Lewisham will be held for the first term of the academic year (Year 7) of admission only. Those wishing to be considered for a place beyond the first term of Year 7 will be required to make an in year application.

Secondary Transfer waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application.

Parental enquiries about waiting list positions or appeal procedures for community schools should be made to Lewisham's Admissions Team.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2019/20

Applications

1. Applications from residents of Lewisham LA will be made on Lewisham LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Lewisham LA to enable the admission authorities in Lewisham to apply their published oversubscription criteria.

2. Lewisham LA will take all reasonable steps to ensure that every parent/carer who is resident in Lewisham and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

3. The admission authorities within Lewisham will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Lewisham, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

4. Where supplementary information forms are used by admission authorities in Lewisham, they will be available via their website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Lewisham's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Lewisham LA receives a supplementary information form, Lewisham will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the borough.

7. The order of preference given on the Common Application Form will not be revealed to a school within Lewisham to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Lewisham LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

8. Lewisham LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Lewisham LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Lewisham LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2019**.

9. Lewisham LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **5 February 2019**.

10. Lewisham LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2019**.

Processing

11. Applicants resident within Lewisham LA must return the Common Application Form, which will be available and able to be submitted on-line, to Lewisham LA by **15 January 2019**.

12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Lewisham's scheme, will be up-loaded to the PLR by **5 February 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. Lewisham LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.

14. Lewisham LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.

15. Where such applications contain preferences for schools in other LAs, Lewisham LA will forward the details to maintaining LAs via the PLR as they are received. Lewisham LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.

16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of Lewisham's scheme is **11 February 2019**.

17. Where an applicant moves from one participating home LA to Lewisham LA after submitting an on-time application under the terms of the former home LA's scheme, Lewisham LA will accept the application as on-time up to **11 February 2019**, on the basis that an on-time application already exists within the Pan-London system.

18. Lewisham LA will participate in the application data checking exercise scheduled between **12 February and 26 February 2019** in the Pan-London timetable in Schedule 3B.

19. All preferences for schools within Lewisham LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Lewisham LA have provided a list of applicants in criteria order to this LA, Lewisham shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.

20. Lewisham LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

21. Lewisham LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **21 March 2019**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

22. Lewisham's LAS will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within 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 Business User Guide) which will continue until notification that a steady state has been achieved or until **28 March 2019** if this is sooner.

23. Lewisham LA will not make an additional offer between the end of the iterative process and the **16 April 2019** which may impact on an offer being made by another participating LA.

24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Lewisham, 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) Lewisham 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.

25. Lewisham LA will participate in the offer data checking exercise scheduled between **29 March and 10 April 2019** in the Pan-London timetable in Schedule 3B.

26. Lewisham LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2019**.

Offers

27. Lewisham LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. Usually this will be the closest school to the home address where there is still a vacancy after the allocation of places.

28. Lewisham 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 they were for schools in Lewisham LA or in other participating LAs.

29. Lewisham LA's outcome letter will include the information set out in Schedule 2.

30. Lewisham LA will, on **16 April 2019**, send by first class post notification of the outcome to resident applicants who made a paper application.

31. Lewisham LA will provide its maintained nursery and primary schools with destination data of its resident applicants via the School Admissions Module (SAM) which will be available after **17 April 2019.**

Post Offer

32. Lewisham LA will request that resident applicants accept or decline the offer of a place by **30 April 2019**, or within two weeks of the date of any subsequent offer.

33. Where an applicant resident in Lewisham LA accepts or declines a place in a school maintained by another LA by **30 April 2019**, Lewisham LA will forward the information to the maintaining LA by **7 May 2019**. Where such information is received from applicants after **30 April 2019**, Lewisham LA will pass it to the maintaining LA as it is received.

34. Where a place becomes available in an oversubscribed maintained school or academy in Lewisham's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

35. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

36. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of an offer for a maintained school or academy in Lewisham 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.

37. When acting as a maintaining LA, Lewisham LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

38. When acting as a home LA, Lewisham 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.

39. When acting as a home LA, when Lewisham 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.

40. When acting as a home LA, when Lewisham 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 36 and 37 shall apply to the revised order of preferences.

41. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

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

42. Waiting lists - Requests to be placed on a waiting list for a school in Lewisham must be made via the home LA. In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents' highest possible preference, Lewisham will ensure that waiting lists do not contain lower ranked preferences except where it (or the home LA) has agreed to a parental request to change the order of preferences. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

    The reception co-ordinated scheme continues until the end of July 2019. Applications received for reception class beyond July 2019 will be considered as In Year applications.

    Waiting lists for community schools in Lewisham will be held for the first term of the reception year only. Those wishing to apply for a place beyond the first term of the reception year will be required to make an in year application.

    Waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application. Enquiries about waiting list positions or appeal procedures for community schools in the borough should contact Lewisham's Admissions Team.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7 and Reception in 2019/20

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)
Is the child a 'Child Looked After' (CLA)? Y/N
Is the child formally CLA but now adopted or subject to a Child Arrangements Order or Special Guardianship Order? 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

* Lewisham will take steps to ensure that no application for a child with an Educational Health Care plan (EHCp) or a statement of special educational needs will be sent via the PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME- SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2019/20 – those who made a paper application.

From: Home LA

Date: 1 March 2019 (sec)
16 April 2019 (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 had 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 Lewisham are attached to this letter. If the school is outside the borough of Lewisham, 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.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admissions authority or the borough in which the school is situated.

If you have any questions about this letter, please contact the Admissions Team on 020 8314 8282

Please return the reply slip by 15 March 2019 (sec)/30 April 2019 (prim).
(First preference offer letters will include the paragraphs in italics only)

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A

Timetable for Admissions to Year 7 in 2019/20

Friday 19 Oct 2018	Published closing date (Friday before half-term)
Wednesday 31 Oct 2018	Statutory deadline for receipt of applications
Tuesday 13 Nov 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Wednesday 12 Dec 2018	Deadline for the upload of late applications to the PLR.
Thursday 13 Dec 2018 – Wednesday 2 Jan 2019	Checking of application data
Friday 1 Feb 2019	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thursday 14 Feb 2019	Final ALT file to PLR
Friday 15 - Friday 22 Feb 2019	Checking of offer data
Monday 25 Feb 2019	Deadline for on-line ALT file to portal
Friday 1 Mar 2019	Results published (evening for online applicants)
Friday 15 Mar 2019	Deadline for return of acceptances
Friday 22 Mar 2019	Deadline for transfer of acceptances to maintaining LAs

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME - SCHEDULE 3B

Timetable for Admissions to Reception/Junior in 2019/20

Tuesday 15 January 2019	Statutory deadline for receipt of applications
Tuesday 5 February 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Monday 11 February 2019	Deadline for the upload of late applications to the PLR.
Tuesday 12 February – Tuesday 26 February 2019	Checking of application data
Thursday 21 March 2019	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Thursday 29 March 2019	Final ALT file to PLR
Monday 26 March - Wednesday 10 April 2019	Checking of offer data
Thursday 11 April 2019	Deadline for on-line ALT file to portal
Tuesday 16 April 2019	Results published (evening for online applicants)
Tuesday 30 April 2019	Deadline for receipt of acceptances
Tuesday 7 May 2019	Deadline for transfer of acceptances to maintaining LAs

LEWISHAM'S SCHEME FOR THE CO-ORDINATION OF IN-YEAR ADMISSIONS FOR MAINTAINED SCHOOLS AND ACADEMIES IN LEWISHAM 2019/20

Section 1: Applications

1. Applications from Lewisham and non-Lewisham residents for all maintained schools, including academies, in Lewisham will be made directly to Lewisham's admission team. The in-year application forms will be available from Lewisham's website at www.lewisham.gov.uk

2. Lewisham residents applying for places at maintained schools and academies outside Lewisham will need to apply directly to the LA in whose area the school is situated.

3. The admission authorities in Lewisham will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Lewisham, Lewisham's Admissions and Appeals Team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code.

4. Where supplementary forms are used, they will be available from the school concerned and available on the school's website. Any supplementary forms must advise parents that they must also complete Lewisham's in-year application form. Lewisham's admission booklet and website will indicate which schools in Lewisham require supplementary forms to be completed and where they can be obtained. Parents will be advised that they should complete the supplementary form so that the school's Governing Body can fully consider their application.

5. Where an admission authority school in Lewisham receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on Lewisham's In-Year Application Form.

6. Applicants will be able to express a preference for up to **three** maintained primary/secondary schools or academies in Lewisham.

7. The order of preference given on the In-Year Application Form will not be revealed to the schools listed on the In-Year application form.

8. Lewisham undertakes to carry out address verification for each application made to a maintained school or academy in Lewisham. Where Lewisham is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.

9. Lewisham will satisfy itself that each applicant's date of birth is correct.

10. Lewisham will check the status of any applicant who is a 'Looked After' or was previously looked after but immediately after being looked after became subject to an adoption, subject to a Child Arrangements Order, or special guardianship order.

Section 2: Processing

11. Lewisham will enter each pupil's preferences onto the admissions data base. This information will be available to admission authority schools via the School Admissions Module (SAM) to enable them to consider the application in accordance with their published oversubscription criteria. Admissions authority schools should respond to an application within **10** school days.

12. For all applicants, Lewisham will provide schools with the information contained in the In-Year Application Form (see Schedule 1 below).

13. Where an application is not fully completed, including address verification, Lewisham will not treat the application as valid until all information is received.

14. If a pupil is currently on roll at a school in Lewisham or a school in a neighbouring borough, the parent will be advised to discuss the transfer with the Headteacher or senior Teacher at the school.

15. Lewisham's in year iCAF, will request background information from the current/previous school to support the enrolment meeting or to determine whether the application qualifies as a Fair Access admission.

Section 3: Offers

16. If a school has a vacancy/vacancies, Lewisham will be expected to offer the place(s) within **10** school days of the vacancy arising to the next child entitled to a place in accordance with the published oversubscription criteria. The school must make reasonable attempts to contact the parent. If a school receives fewer applications than places available, places must be offered to all of the children unless the pupil has had a permanent exclusion from the last school.

17. Lewisham's Admissions and Appeals Team will write to parents who have not been offered places at their preferences schools giving reasons and informing them of their right of appeal to an independent appeal in accordance with the School Standards and Framework Act 1988.

18. Lewisham will notify the Home LA of the outcome of applications for their residents

18. When Lewisham is notified that a pupil has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn and the schools concerned notified.

19. Schools must place the child on roll by the date agreed with the School Admissions and Appeals Team.

20. Children transferring from one local school to another may not transfer to the new school until the start of the following half term unless both the home school and receiving school agrees and earlier admissions date.

21. Federations will have an important role in apportioning admissions among the schools in the federation.

22. If an admission is disputed by a school, the case must be referred to the Admissions and Appeals Team giving detailed written reasons within 5 school days. The school will also be required to refer the child's placement to the Fair Access Panel (FAP). Lewisham reserves the right to direct admission if necessary.

23. When Lewisham is notified that a pupil has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise.

24. Acting as Home LA, where an applicant who is out of school cannot be offered a place at one of their named preferences, Lewisham will offer an alternative school place.

25. It will be assumed that parents will accept the offer of a school place unless they formally decline the offer of a place and confirm what alternative arrangements they are making for their child's education.

26. Where Lewisham is informed that another LA is able to offer a place from the waiting list to one of its residents, Lewisham's database will be updated accordingly.

27. Waiting lists for schools in Lewisham will be held for the academic year in which the application was made. Waiting lists will not be carried over from one academic year to the next and parents will be required to reapply for subsequent academic years.

SCHEDULE 1

Lewisham's In-Year Common Application Form (iCAF) will contain the following fields.

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school(s)
- If currently in school, reason for transfer
- Date place is required
- Permanent exclusions
- Is the child Looked After?

Parent's/Carer's details:

- Title
- Initials
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility?

Preference details (maximum of 3):

- Full Name of school
- Preference ranking
- Sibling Details
- Reasons for Preference (including any medical or social needs)

Other:

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms

Lewisham's timetable for processing preference data (reception and secondary transfer admissions

Primary	Activity	Secondary
1 September 2018 – 15 January 2019	Application Period	1 September 2018 – 31 October 2018
By 15 January 2019	Supplementary Information form to be returned to direct to the school	By 31 October 2018
Monday 11 February 2019	Lewisham's deadline for uploading 'late for good reason' applications	Wednesday 12 December 2018
Tuesday 16 April 2019	Results of applications made by the closing date posted by first class post to those who made a paper application	Friday 1 March 2019
The evening of 16 April 2019	Results available to those who made their application on line	The evening of 1 March 2019
Tuesday 30 April 2019	Deadline for accepting an offer	Friday 15 March 2019
Tuesday 7 May 2019	Deadline for submitting an appeal for a community school	Friday 22 March 2019
June – July 2019	Appeals heard for community schools	June – July 2019