

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Family and Children's Services

Consultation on School Admission Arrangements and coordinated schemes for 2013/14 entry

The Education (Determination of Admission Arrangements) (England) Regulations 1999 and the Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002 requires the LA to consult with admission authorities within our 'relevant area' and with our neighbouring LAs on the proposed admission arrangements prior to making a determination. The relevant area is defined as the limit of the administrative boundary of the Royal Borough of Kensington and Chelsea.

Circulation:	Parents of children of statutory school age Headteachers of Community Schools Chairs of Governors of Community Schools Headteachers of Voluntary Aided Schools Chairs of Governors of Voluntary Aided Schools Principal and Chair of Governors for Chelsea Academy Neighbouring Local Authorities (LAs) Royal Borough Admissions Forum Elected members Diocesan Boards for Education
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All comments to be returned by **Friday 24 February 2012** to:

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Definitions used in this document

“the Royal Borough”	the Royal Borough of Kensington and Chelsea.
“ the LA”	the Local Authority
“the 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
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
the Code	the School Admission Code imposes mandatory requirements on LAs and Councils in England and refers to statutory requirements which all admissions authorities must comply with. A copy can be found at http://www.education.gov.uk/
“the 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. It is also referred to as the CAF.
“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 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
“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 London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“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 any determination granting or refusing admission to a primary or secondary school
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers

Introduction

This consultation paper outlines proposals for co-ordinated school admissions arrangements in the Royal Borough of Kensington and Chelsea for the 2013/14 academic year. These arrangements are set out in accordance with the mandatory requirements in the Code and take account of the amendments which comes into force on 1 February 2012 and applies to admission arrangements determined in 2012 for admission in the school year 2013/14.

Coordinated admission arrangements do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria and are only required to consult every seven years unless there are proposed changes.

The Royal Borough is currently the admission authority for its one secondary community school, Holland Park* and its twelve community schools indicated on page 17. There are **no proposed changes** to the admission criteria or arrangements for the Royal Borough community schools.

The Royal Borough **proposes to continue with in-year coordination** but only for schools within the borough. The proposed scheme is set out in **Section 3**.

Please note: *The Revised School Admissions Code requires that priority to Children Looked After be extended to include those who ceased to be Children Looked After because they were adopted or became the subject to a residence order or special guardianship order. This change has been made in the oversubscription criteria, but is not the subject of consultation.*

*Proposals are currently in progress for Holland Park School to convert to Academy status with effect from the September 2013.

The consultation paper addresses the following:

Section 1: Secondary Transfer 2013/14		
Holland Park School	There are no proposed changes to the admission arrangements or published admission number of 240 - the determined arrangements will be published on the Royal Borough website by 1 st May 2012.	
Proposed coordinated scheme	The Royal Borough's proposed secondary coordinated scheme	Page 5
	Timetable for Pan London coordination (Schedule 2)	Page 13
	Notification letter (schedule 2A)	Page 14
	Minimum content to Common Application Form (Schedule 1)	Page 27
Section 2: Entry to Reception Class 2013/14		
Community primary schools	There are no proposed changes to the admission arrangements or the published admission number for each school indicated on page 17 - the determined arrangements will be published on the Royal Borough website by 1 st May 2012.	Page 18
Proposed coordinated scheme	Outlines the Royal Borough's proposed primary coordinated scheme	Page 17
	Timetable for Pan London coordination (Schedule 3)	Page 23
	Notification letter (schedule 3A)	Page 24
	Minimum content to Common Application Form (Schedule 1)	Page 27
Section 3: In-Year Admissions 2013/14		
Proposed In-Year Scheme	Outlines the Royal Borough's proposed In-Year scheme.	Page 28

Section 1: Secondary Transfer 2013/14

- 1.1 Co-ordinated admissions do not require all admission authorities within an area to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria and are only required to consult on admission arrangements every seven years unless changes are proposed.
- 1.2 The Royal Borough has five secondary schools, only one being a community school, Holland Park School*, and for which this LA is the admission authority. There are no proposed changes to the admission criteria for Holland Park School.
- 1.3 There are three Catholic secondary schools, The Cardinal Vaughan Memorial School, St Thomas More Language College and Sion Manning School and one Academy, Chelsea Academy. Each school is their own admission authority and are required to consult on their admission arrangements if changes are proposed to their determined 2013/14 arrangements. Any changes proposed will be placed on the Royal Borough website and comments must be returned for the attention of the governing body for the respective school.
- 1.4 The high level of applications to schools across the London local authorities and bordering councils, mean there is a need to coordinate admission to eliminate multiple offers. A computer-based Pan London Admissions system enables this coordination to take place. The effectiveness of this system is contingent upon the adoption of a common set of procedures across the London authorities and bordering councils.
- 1.5 Although each local authority must formulate for consultation a coordinated Scheme for determination by 15 April in the preceding year, many elements of the scheme must be common to all London authorities to ensure effective Pan London arrangements.
- 1.6 Arrangements for residents that do not receive an offer of a school place, and waiting list arrangements are for local determination. These arrangements must however be made in accordance with the mandatory provision of the School Admissions code.
- 1.7 No changes are proposed to the Royal Borough's existing scheme proposed for admission 2013/14 other than clarity in certain areas.

*Proposals are currently in progress for Holland Park School to convert to Academy status with effect from the September 2013.

ARRANGEMENTS FOR SECONDARY TRANSFER: PAN LONDON CO-ORDINATED SCHEME FOR 2013/14

The shaded areas define how the Royal Borough will meet the requirements in specific areas.

APPLICATIONS

1. Preparatory work will begin for the transfer cycle due to begin in the following September (the start of the “Application Year”). The Admissions Team will compile the following lists of pupils who will be in Year 6 in the Application Year.
 - i) Pupils resident in the Royal Borough and attending the Royal Borough’s primary schools.
 - ii) Pupils resident in the Royal Borough but attending primary schools in other LAs.
 - iii) Pupils resident in other LAs but attending the Royal Borough’s primary schools.
2. From this information, the Admissions Team will compile:
 - from i) and ii) above, a full list of the Royal Borough’s pupils who will be in Year 6 in the Application Year;
 - from iii) above, lists to send to neighbouring LAs of their residents attending Royal Borough primary schools who will be in Year 6 in the Application Year.
3. The Royal Borough’s secondary transfer booklet will be revised and reprinted. This will include an explanation of the co-ordinated admission scheme as well as the information about the Royal Borough’s schools and other matters of importance to parents traditionally included in the booklet, including details of how to apply online.
4. The Royal Borough’s transfer booklet will be distributed (or made available) to schools, parents and other LAs. Accompanying the booklet will be the Royal Borough’s Common Application Form (CAF). Applications from residents of the Royal Borough must be made on the CAF. The facility to apply online will be made available via the Royal Borough’s website: **www.rbkc.gov.uk/schools/admissions** and parents are encouraged to apply on online. The same dates will apply to online applications.
5. The Royal Borough will take all reasonable steps (on the basis of the information compiled in para 2i), to ensure that every parent resident in the Royal Borough who has a child in their last year of primary education receives a copy of the CAF together with written explanatory information. The booklet will also be available to parents who do not live in the Royal Borough. The CAF will be the standard form used by all resident parents who are seeking a place for their child in the first year of secondary education in either:
 - i) a maintained school or an Academy in the Royal Borough (including VA schools and Free schools); and/or
 - ii) a maintained school or Academy located in another LA’s area (including VA, foundation, grammar schools and Free schools).

6. The CAF will follow the same overall format as that used in all other London LAs and will contain the fields set out in **Schedule 1** (page 27).
 - i) The CAF will invite the parent to express up to six preferences, including where relevant, any schools outside the Royal Borough, in rank order of preference. Applicants will be able to express a preference for any six maintained secondary schools or Academies, regardless of which LA these may be in.
 - ii) The CAF will invite parents to give their reasons, if they wish, for each preference including preferences expressed for community schools (it will be for each parent to decide whether they wish to do this).
 - iii) The Royal Borough booklet will explain that the parent will receive no more than one offer of a school place and that:
 - a place will be offered at the highest ranking nominated school for which their child is eligible; and
 - if a place cannot be offered at a nominated school, details will be offered at alternative schools; and
 - iv) The CAF will specify the closing date and indicate where the form must be returned.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of the Royal Borough. However, where a parent resident in the Royal Borough 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. Cardinal Vaughan, Sion-Manning and St Thomas More schools, as voluntary aided schools, and Chelsea Academy will make available their own admission information to parents in addition to what is included in the Royal Borough's transfer booklet. These schools will also require parents to complete supplementary forms to assist their governing bodies to assess religious commitment where, as in most years, over-subscription makes it impossible to offer every applicant a place. Parents who are applying to these schools may therefore be required to submit copies of baptismal certificates, priest's references, etc. In accordance with the School Admissions Code, the supplementary forms may only collect information which is required by the school's published over-subscription criteria. Supplementary forms will be available from individual schools and on the Royal Borough's website.
9. Parents resident in the Royal Borough who apply to these schools, or to any school which requires a supplementary form, will also be required to complete the Royal Borough's CAF otherwise their application will not be considered to be valid.
10. The Royal Borough will validate addresses using internal Council Tax records and maintain the right to request further proof of address if required.
11. The Royal Borough will seek relevant documentary evidence in any of the following address-related scenarios:
 - Where a child's parents have an equal shared care arrangement, the address of the parent who claims child benefit in respect of the child being claimed for will be used in order to process the application;
 - Where applicants move during the application process, proof of completion of

- purchase or a signed tenancy agreement will be sought;
- Where applicants are living abroad on a temporary work contract but intend to return to the local area before the date that the child would be admitted to the school, the following documents will be requested: written confirmation of the date that, and the address to which, the applicants intend to return; a copy of the work contract or letter from the employer to show the date that the employment abroad will cease.

12. The Royal Borough will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a child looked after, became subject to an adoption, residence, or special guardianship order, and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2012**.
13. The Royal Borough will advise the maintaining LA of the reason for any application made by a child born outside the relevant age cohort if it includes a preference for a school not in the Royal Borough's area by **14 November 2012**.

PROCESSING

14. **31 OCTOBER 2012** will be the closing date for all applications to maintained secondary schools in London. The Royal Borough will publish information which encourages applicants to submit their application by **20 October 2012** (the Friday before half term). Applications received from its own residents by the Royal Borough after 31 October will not be considered until after 1 March 2013 unless the Royal Borough considers that the application is late for a good reason. Where such an application includes a preference for a school in another LA, the Royal Borough will forward the details to the maintaining LA via the PLR. The Royal Borough will accept late applications which are considered to be on time within the terms of the home LA's scheme.
15. Where a parent moves to the Royal Borough from another participating LA after submitting an on-time application under the terms of the former home LA's scheme, the Royal Borough will accept the application up to **9 December 2012**.
16. Applications received on time will be dealt with as follows.
 - i) All applications from Royal Borough residents for Royal Borough schools will be entered on the Local Admission System (LAS). This is the local component of the Pan-London Register (PLR).
 - ii) Applications for Holland Park School from Royal Borough residents will be sent to that school in preparation for the banding exercise and visual arts aptitude test.
 - iii) Applications from Royal Borough residents to Cardinal Vaughan and St Thomas More will be sent in preparation for the banding exercise.
 - iv) Data on applications made by Royal Borough residents for schools outside the Royal Borough will be entered on the LAS and passed to their maintaining LAs via the PLR on **12 November 2012**.
 - v) Applications made by residents of other LAs to Holland Park, Cardinal Vaughan, Sion-Manning, St Thomas More and Chelsea Academy will during this period be entered on their LAS by the home LAs and passed to the Royal Borough's Admissions Team via the PLR on **12 November 2012**.

- vi) The Admissions Team will check the received data and immediately pass all applications to Holland Park, Cardinal Vaughan, Sion-Manning, St Thomas More and Chelsea Academy to add to the data already supplied under ii) and iii) above.
- vii) These operations will be completed by **16 NOVEMBER 2012**.
17. The Royal Borough will participate in the application data checking exercise which will take place between **17 December 2012 and 2 January 2013** in the Pan-London timetable. The Royal Borough will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
- i) By **11 January 2013**, Holland Park will have conducted a banding exercise for all applications and the visual arts aptitude test and will pass the results of the exercise to the Admissions Team. The Admissions Team will apply the criteria to each application for Holland Park within its appropriate band. No reference will be made to the rank order of preference in accordance with the School Admissions Code.
- ii) By **11 January 2013**, Cardinal Vaughan, St Thomas More Language College, Sion-Manning and Chelsea Academy will have considered the applications sent to them by the Admissions Team against their admission criteria and informed the Admissions Team of the rank order in which the applicants are to be offered places. Cardinal Vaughan and St. Thomas More will band their applications with no reference made to the rank order of preference in accordance with 1.76 and 2.16 of the code.
- iii) When all the information required under i) and ii) has been submitted by the schools, the Admissions Team shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference expressed on the CAF to decide which single potential offer to make using the LAS [This is the Equal Preference System].
- iv) By **30 January 2013**, the Admissions Team will enter on the PLR the highest potential offer available to an applicant for a place at one of its schools. The PLR will for every application received, transmit the highest offer made by a maintaining LA to the home LA.
18. The Royal Borough's LAS will, for its own residents, eliminate all but the highest ranked offer where an applicant has more than one potential offer from the LAs which have submitted information to the PLR by the deadlines indicated above. This will involve exchanges of information between the LAS and the PLR (in accordance with an iterative timetable published in the Business User Guide) which will continue until all possible school places have been offered (which the PLR will indicate) or until **12 February 2013** if this is sooner.
19. The Royal Borough will participate in the offer checking exercise to be scheduled between **13 and 21 February 2013** in the Pan-London timetable. The Royal Borough will send a file to the e-admissions portal with outcomes for all residents who have applied online no later than **27 February 2013**.

OFFERS

20. The Royal Borough's Admissions Team will on **1 March 2013** inform by first class post all applicants who are residents of the Royal Borough of their highest offer of a school place, whether these are for schools in the Royal Borough or in other LAs. Holland Park, Cardinal Vaughan, St Thomas More Language College, Sion-Manning and Chelsea Academy will be given this information as soon as possible before 1 March.

This information will remain confidential until **2 March 2013**. Holland Park School will send an additional letter on 2 March to applicants offered a visual arts place.

21. The Royal Borough's notification letter is shown in **Schedule 2A**. It includes the following information (depending on the outcome):
- i) the name of the school at which a place is offered;
 - ii) the reason why an offer was not made for any school for which a higher preference may have been expressed;
 - iii) notifies parents of their statutory right of appeal against the decisions to refuse a place at any school for which they expressed a higher preference;
 - iv) an invitation to parents to contact the LA if they want to be considered for any places that might become available in schools which they ranked higher on the CAF;
 - v) and the opportunity to make further preferences by **15 March 2013** for parents not offered any of their preferences. The details of schools in neighbouring LAs that may have vacancies will be provided.
 - vi) Parents will be asked to accept or decline their offer of a place by **15 March 2013**.
22. The Royal Borough will by **23 March 2013** inform other LAs which of its residents has accepted or declined the offer of places in those LAs' schools. Where such information is received after 16 March 2013, the Royal Borough will pass it on to the maintaining LA as it is received. The Admissions Team will inform its primary schools on the 2 March 2013 the outcome of applications for their Year 6 pupils who are Royal Borough residents and other residents that have been offered a Royal Borough secondary school.

POST OFFER

23. In the period **2 March to 31 August 2013**, the Royal Borough will:
- seek to ensure that no school place is offered to a pupil who ranked that school as a lower preference on the CAF than a school for which they have already received an offer;
 - inform the home LA of any change to the status of an applicant who is a resident in that authority's area;
 - accept new applications (including additional preferences) for its schools from other LAs.
 - offer a place at a maintained school or academy in the area of another LA to an applicant resident in the Royal Borough, provided that the school is ranked higher on the CAF than any school already offered.
 - acting as the maintaining LA, will inform the home LA, where different, of an offer for a maintained school or Academy in the Royal Borough which can be made to a resident in the home LA's area, in order that the home LA can offer the place.

- acting as a maintaining LA, will ensure it, and its admission authority schools within it, will not inform an applicant resident in another LA that a place can be offered.
24. After **2 March 2013** the Admissions Team will deal in the following way with groups of pupils listed below. These pupils will be sent lists of schools where there are vacancies for September: this information will be regularly updated until all pupils are known to have received the offer of a place. The groups are:
- i) pupils who were not offered a school place on 1 March;
 - ii) pupils who made late applications after the closing date of 31 October 2012 (with no valid reason);
 - iii) pupils who require a Year 7 place in September but moved into the Royal Borough after the conclusion of the co-ordinated transfer scheme.

WAITING LISTS

25. The Admissions Team will manage the waiting lists for Holland Park School until the end of August 2013 which will be compiled on **22 March 2013** (after the deadline for acceptances of places). Parents/carers **must** request to be added to the Holland Park waiting list and are not automatically placed on a list. The waiting list will be organised on the basis as indicated below up until the end of August 2013. Separate waiting lists will be maintained in accordance to the pupil's allocated band and for unsuccessful visual arts applicants (only those with a score of 20 or above) up until the end of August 2013.

Holland Park waiting list from 22 March until end of August 2013

- The waiting list will be organised in accordance with the admission criteria and as places become available they will be replaced by the next child in the appropriate Band. If no applicants in the appropriate band remain, they will be evenly filled by children falling into the next nearest band. This process will continue until the end of August 2013.
- Pupils on a visual arts waiting list will be offered within the appropriate band if a place becomes available. If the list is exhausted, offers will be made to the adjacent visual arts waiting lists (if there is one). Only unsuccessful applicants scoring 20 marks or above (out of a possible 40) will be placed on the waiting list.
- Late applications made after 31 October 2012 that did not sit the banding test are prioritised against the same admission criteria and will be placed on the reserve waiting list.
- Lower preferences are withdrawn under the Pan London coordinated scheme. Parents that made Holland Park a preference but received a higher offer, but want to re-apply, will need to do so by notifying their Home LA. The pupil will be considered in accordance with the same admission criteria and be placed on the reserve waiting list.
- The allocation of pupils to bands will not continue after the co-ordinated transfer scheme is concluded on 2 March 2013.

With effect from September 2013 **all** the waiting lists will be cleared and re-ordered as one list in accordance with category 1, 2 and 3(i) of the admission criteria, then priority

to applicants who live nearest to the school (see page 6). **The original allocation to bands will no longer apply.** Parent/carers will be contacted towards the end of the summer term, or during the break, to indicate whether they wish their child to be included on the re-ordered list from September 2013.

26. Cardinal Vaughan, Sion-Manning, St Thomas More and Chelsea Academy will continue to use their existing criteria for compiling their waiting lists, i.e., they will give priority to applicants according to the degree to which they meet the school's published over-subscription criteria. Any offers that can be made must be notified to the Admissions Team, who will inform the home LA (if not the Royal Borough) so the offer can be made by that LA. Schools must not refer to original ranking lists as many children would have been offered a higher preference school which automatically withdraws any lower preferences.

SCHEDULE 2**PAN-LONDON SECONDARY CO-ORDINATED ADMISSIONS SCHEME****Timetable for Admissions to Year 7 in September 2013**

20 Oct 2012	Published closing date (Friday before half-term)
31 Oct 2012	Statutory deadline for receipt of applications
12 Nov 2012	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
14 Dec 2012	Deadline for the upload of late on-time applications to the PLR.
17 Dec 2012 – 2 Jan 2013	Checking of application data
30 Jan 2013	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
12 Feb 2013	Final ALT file to PLR
13 Feb 2013 – 21 Feb 2013	Checking of offer data
27 Feb 2013	Deadline for on-line ALT file to portal
1 Mar 2013	Notification letters posted
15 Mar 2013	Deadline for return of acceptances
23 Mar 2013	Deadline for transfer of acceptances to maintaining LAs Deadline for parents to submit an appeal for it to be heard by the end of the Summer term.

SCHEDULE 2A

PROPOSED NOTIFICATION LETTER

School Admissions Team
Town Hall
Hornton Street, W8 7NX

1 March 2013

Dear «parent/carer»

SECONDARY TRANSFER 2013

Accepting the offer of a first preference

I am writing to let you know the outcome of your application for a place at secondary school in September 2013. I am pleased to say that «pupil_forename» has been offered a place at «alloc_pref», your first preference.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements when it was known that the present offer could be made to you.

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place. Please complete and detach the reply slip below and return it in the envelope provided by **15 March 2013**. A stamp is not required. **Failure to do so may result in this offer being withdrawn.**

Once I receive your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admission.

If the first preference school could not be offered

I am writing to let you know the outcome of your application for a secondary school place for «pupil_firstname» for September 2013.

It has been possible to offer a place at «alloc_pref». I am sorry that it was not possible to offer your child a place at a school which you gave as a higher preference on your application form. All the applications were considered carefully against the school's published admission criteria and I am afraid that, assessed on that basis, other children had a higher priority.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements when it was known that the present offer could be made to you.

If you would like more information about the reason your child could not be offered a place at a school which you gave as a higher preference, then please contact the admissions authority for that school. For community schools, the admission authority is the local authority for the area in which that school is located. Other schools (usually voluntary aided or

“church” schools and Academies) are their own admission authority and you should contact them direct. If you are not sure who you need to speak to, please contact the School Admissions Team on 0207 361 2210 in the first instance so we are able to advise you accordingly.

You have the right to appeal under the School Standards & Framework Act 1998 for a place at any school where your application was declined. If you wish to do this, please contact the appropriate admission authority, and you will be told the procedure and the date by which you must make your appeal. If you wish your child’s name to be placed on the waiting list of any school that was one of your higher preferences, please indicate this on the attached reply slip. This request will be passed to the appropriate admission authority in accordance with Pan London coordinated arrangements.

Even if you decide to appeal or place your child’s name on a waiting list, it would still be wise to accept the present offer. You can always turn it down later if another offer is made but there can be no guarantee of that happening. **The outcome of an appeal will not be influenced by the acceptance of a place at an alternative school.**

You may also find it useful to contact the Advisory Centre for Education (ACE) which is a national charity that has been providing free, independent advice on the admissions and appeals process for 50 years, amongst a range of education issues including bullying, exclusion, special educational needs and attendance. Parents can call the free-phone advice line on 0808 800 5793 Monday - Friday, 10am – 5pm. For further information visit www.ace-ed.org.uk.

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place at «alloc_pref». Please complete and detach the reply slip below and return it to us by **15 MARCH 2013**. A stamped addressed envelop is provided. **Failure to do so may result in this offer being withdrawn.**

Once I have received your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admissions.

If you do not wish to accept this offer of a place, please let me know by indicating on the reply slip what alternative arrangements you are making for your child’s education.

If you have any questions about this letter, please contact the Admissions Team on Tel: 0207 361 2210.

Yours sincerely,

Wendy Michael
Admissions Manager

Summary of school preferences expressed on Common Application Form

Pref	School	Outcome
1		
2		
3		
4		
5		
6		

REPLY SLIP

Ref: «pupil_id»
Current school: «current_school»

Please return this form by 15 March 2013 in the pre-paid envelope enclosed

To: The Admissions Team
Room 247/1, The Town Hall
Hornton Street
London, W8 7NX

1. Accepting a place

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

I do not wish to accept the place offered *

***Please complete this section if not accepting the school place offered.**

I do not wish to accept a place at the above school. My child will be educated as follows:

2. Waiting lists

I would like my child to be placed in the waiting list for the schools have indicated below:

Signature of Parent/Carer

Date

Daytime Telephone Number

Section 2: Entry to Reception Class 2013/14

- 2.1 Co-ordinated admissions do not require all admission authorities within an area to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 2.2 The Royal Borough of Kensington and Chelsea has twenty six primary schools, twelve of which are community schools and for which this LA is the admission authority.
- 2.3 Primary voluntary-aided schools are also required to consult on their admission arrangements according to the same timetable if they are proposing changes to the arrangements that were determined for 2012/13. If the arrangements are to remain the same, consultation is only required every seven years. The Royal Borough website will included any proposed changes to admission arrangements for voluntary aided schools and can be found at: www.rbkc.gov.uk/schools/admissions from 3 January 2012.
- 2.4 The Published Admissions Number for community schools for the academic year 2013/14 are indicated below.

Name of school	Admissions number for 2013/14
Ashburnham	30
Avondale Park	60
Barlby	45
Bevington	45
Bousfield	60
Colville	45
Fox	45
Marlborough	60
Middle Row	45
Oxford Gardens	60
Park Walk	30
Thomas Jones	30

- 2.5 The high level of applications to schools across the London local authorities and bordering councils, mean there is a need to coordinate admission to eliminate multiple offers. A computer-based Pan London Admissions system enables this coordination to take place. The effectiveness of this system is contingent upon the adoption of a common set of procedures across the London authorities and bordering councils.
- 2.6 Although each local authority must formulate for consultation a coordinated Scheme for determination by 15 April in the preceding year, many elements of the scheme must be common to all London authorities to ensure effective Pan London arrangements.
- 2.7 Arrangements for residents that do not receive an offer of a school place, and waiting list arrangements are for local determination. These arrangements must however be made in accordance with the mandatory provision of the School Admissions code.
- 2.8 No changes are proposed to the Royal Borough's existing scheme proposed for admission 2013/14 other than clarity in certain areas.

PAN LONDON CO-ORDINATED PRIMARY SCHOOL ADMISSIONS SCHEME FOR 2013/14

Applications

1. Applications from residents of the Royal Borough will be made on its Common Application Form (CAF), which will be available in hard copy and as part of the London online eAdmissions system on the Royal Borough website. The CAF will include all the fields and information specified in **Schedule 1** (page 27).
2. The Royal Borough will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admission booklet, including details of how to apply online. Parents will be encouraged to apply online at: www.rbkc.gov.uk/schools/admissions. The admissions booklet will also be available to parents/carers who do not live in this LA.
3. The admission authorities within the Royal Borough will not use supplementary information forms except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admission authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's CAF. This LA's admission booklet 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 the Royal Borough receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's CAF.
6. Applicants will be able to express a preference for up to six maintained primary schools academies or Free schools within and/or outside the Home LA.
7. The order of preference given on the CAF will not be revealed to a school within the area of this LA. However, 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 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. The Royal Borough will refer to internal Council Tax data for address verification and maintain the right to request further proof of address if required. Where this 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 that LA no later than **18 February 2013**.

The Royal Borough will seek relevant documentary evidence in any of the following address-related scenarios:

- Where a child's parents have an equal shared care arrangement, the address of the parent who claims child benefit in respect of the child being claimed for will be used in order to process the application;

- Where applicants move during the application process, proof of completion of purchase or a signed tenancy agreement will be sought;
- Where applicants are living abroad on a temporary work contract but intend to return to the local area before the date that the child would be admitted to the school, the following documents will be requested: written confirmation of the date that, and the address to which, the applicants intend to return; a copy of the work contract or letter from the employer to show the date that the employment abroad will cease.

9. The Royal Borough will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a child looked after, became subject to an adoption, residence, or special guardianship order, and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **1 February 2013**.
10. The Royal Borough will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **1 February 2013**.

Processing

11. Applicants resident within the Royal Borough must submit their application to this LA by **15 January 2013**. Applications must be made by this date for all children whose age entitles them to enter the first year of primary school at any point during the Application Year.
12. Application data relating to preferences for schools in other participating LAs will be uploaded to the PLR by **1 February 2013**. Any additional documentation provided with the application will be sent to maintaining LAs by the same date.
13. The timetable for processing the applications is set out in Schedule 3. By **8 February 2013** the Royal Borough will send its VA schools a list of the applications that have been made for those schools. The parents' order of preference will not be considered at this stage and this information will not be provided.
14. Applications received after **15 January 2013** will be considered only after those received by that date have been processed. The Royal Borough will accept late applications only if they are late for a good reason, deciding each case on its own merit.
15. Where such late applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. The Royal Borough 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 the home LA's scheme is **15 February 2013**.
17. Where an applicant 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 application as on-time up to 15 February 2013, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **18 February and 1 March 2013** in the Pan-London timetable in **Schedule 3**.
19. All preferences for schools within the Royal Borough will be considered by the relevant admission authorities without reference to rank order in accordance with the School

Admissions Code. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, 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'.]

20. Where the number of applicants exceeds the number of places available at any school by a significant amount, only as many need be ranked as the Royal Borough decides to be necessary. The admission authorities for the VA schools will return this list to the Royal Borough by **8 March 2013**.
21. The Royal Borough will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. The Royal Borough will upload the highest potential offer available to an applicant for a maintained school, Free school or academy in this LA to the PLR by **18 March 2013**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The Royal Borough's LAS will eliminate, as the Home LA, all but the highest potential ranked offer where an applicant has more than one potential offer across maintained LAs submitting information within the deadline for the PLR. This will involve exchanges of preference outcomes between the LAs and the PLR, in accordance with the iterative timetable, which will continue until notification that a steady state has been achieved, or until **22 March 2013**, the last date of the final file exchange.
24. The Royal Borough will not make an additional offer between the end of the iterative process and the 17 April 2013 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 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.
26. The Royal Borough will participate in the offer data checking exercise scheduled between **25 March and 11 April 2013** in the Pan-London timetable in **Schedule 3**.
27. The Royal Borough will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2013**.

Offers

28. On **17 April 2013** the Royal Borough will send by first class post notification of the outcome to resident applicants. The notification letter will include the following information and is set out in **schedule 3A** and which will be dependent on the outcome of the application:
 - the name of the school at which a place is being offered;
 - the reasons why the child is not being offered a place at any of the other schools for which a preference was expressed on the CAF and;
 - the name of school(s) declined and an indicator on the reply slip to request inclusion on a waiting list;

- information about their statutory right of appeal and how appeals can be made to community and VA schools.
- for parents not offered any of their preferences, the details of schools with vacancies that can be applied to by 1 May 2013 which will be included with the letter.

Post Offer

After 18 April the Admissions Team will deal with groups of pupils listed below. These pupils will be sent a list of schools in the Royal Borough where there are vacancies and this information will be regularly updated. The groups are:

- i) pupils who were not offered a school place on 17 April;
- ii) pupils who made late applications after the closing date of 15 January 2013
- iii) pupils who require a reception place who moved into the area after the 17 April.

29. Parents will be asked to reply to the Royal Borough by **1 May 2013**. If parents do not reply by that date it will be assumed that the offer has not been accepted and it will be withdrawn.
30. The Royal Borough will inform the home LA, where different, of an offer for a maintained school 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.
31. When acting as a maintaining LA, the Royal Borough and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
32. When acting as a home LA, the Royal Borough will offer a place at a maintained school, Free 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.
33. Where the Royal Borough is informed by a maintaining LA of an offer which can be made to an applicant resident in the Royal Borough 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.
34. Where the Royal Borough, acting as a home LA, has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change.
35. When acting as a maintaining LA, the Royal Borough will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
36. When acting as a maintaining LA, the Royal Borough will accept new applications (including additional preferences) from home LAs for maintained schools, Free schools and academies in its area.
37. The Royal Borough will by **15 May 2013** inform other LAs which of its residents has accepted or declined the offer of places in those LAs' schools. Where such information

is received after 15 May 2013, the Royal Borough will pass it on to the maintaining LA as it is received.

Waiting lists

38. Waiting lists for entry to Reception in the academic year 2013/14 for Royal Borough schools will be compiled after **10 May 2013** (after the deadline for acceptances of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
39. If an offer of a place is declined between the **17 April and 10 May 2013**, the next child on the ranked list for the school will be offered but only where the school is a higher preference than a school that may have been offered.
40. Requests to be included on waiting lists for schools not in the Royal Borough will be passed to the maintaining LA for those school(s) after **3 May 2013**.
41. Parents will be given the opportunity to make applications to Royal Borough schools to which they did not originally apply.
42. The Admissions Team will manage the waiting lists for all community primary schools in the Royal Borough.
43. All Royal Borough VA (Church) primary schools will receive the details of children that have requested inclusion on a waiting list. This list will be sent to the respective school soon after **3 May 2013**. All VA schools will continue to use their existing criteria for compiling their waiting lists, i.e., they will give priority to applicants according to the degree to which they meet the school's published over-subscription criteria. Schools must not refer to original ranking lists as many children would have been offered a higher preference school which automatically withdraws lower preferences. VA schools must keep the Admissions Team updated on the waiting list status of a child when requested.
44. All schools must inform the Admissions Team of withdrawals so the parent of the next child on a waiting list for a Royal Borough School can be notified of the offer by the home LA.
45. In the period **17 April to 31 August 2013**, the Royal Borough will seek to ensure that no school place is offered to a pupil who ranked that school as a lower preference on the CAF than a school for which they have already received an offer.

SCHEDULE 3**Timetable for Admission to Reception in 2013/14**

15 January 2013	Statutory deadline for receipt of applications
1 February 2013	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
By the 8 February 2013	Royal Borough VA school sent their applications by the LA
15 February 2013	Deadline for the upload of on-time late applications to the PLR.
18 Feb - 1 March 2013	Checking of application data
8 March 2013	Royal Borough VA schools to return their rank lists to the LA
18 March 2013	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
22 March 2013	Final ALT file to PLR
25 March – 11 April 2013	Checking of offer data
12 April 2013	Deadline for on-line ALT file to portal
17 April 2013	Notification letters posted
1 May 2013	Deadline for receipt of acceptances
10 May 2013	Community school waiting lists compiled Deadline for parents to submit an appeal for it to be heard by the end of the Summer term.
15 May 2013	Deadline for transfer of acceptances to maintaining LAs

SCHEDULE 3A

PROPOSED NOTIFICATION LETTER

School Admissions Team
Town Hall
Hornton Street, W8 7NX

17 April 2013

Dear «parent/carer»

PRIMARY RECEPTION ADMISSIONS 2013/14

Accepting the offer of a first preference

I am writing to let you know the outcome of your application for a place in the reception class of primary school. I am pleased to say that «pupil_forename» has been offered a place at «alloc_pref», your first preference.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements when it was known that the present offer could be made to you.

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place. Please complete and detach the reply slip below and return it in the envelope provided by **1 May 2013**. A stamp is not required. **Failure to do so may result in this offer being withdrawn**

Once I receive your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admission.

If the first preference school could not be offered

I am writing to let you know the outcome of your application for a reception class place in primary school for «pupil_firstname».

It has been possible to offer a place at «alloc_pref». I am sorry that it was not possible to offer your child a place at a school which you gave as a higher preference on your application form. All the applications were considered carefully against the school's published admission criteria and I am afraid that, assessed on that basis, other children had a higher priority.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements when it was known that the present offer could be made to you.

If you would like more information about the reason your child could not be offered a place at a school which you gave as a higher preference, then please contact the admission authority for that school. For community schools, the admission authority is the local authority for the area in which that school is located. Other schools (usually voluntary aided or "church" schools and Academies) are their own admission authority and you should contact them direct. If you are not sure who you need to speak to, please contact the School Admissions Team on 0207 361 2210 in the first instance so we are able to advise you accordingly.

You have the right to appeal under the School Standards & Framework Act 1998, for a place at any school where your application was declined. If you wish to do this, please contact the

appropriate admission authority, and you will be told the procedure and the date by which you must make your appeal.

If you wish your child's name to be included on a waiting list, please indicate in the space provided on the reply slip. If the school is not in the Royal Borough your request will be passed to the borough where the school is located.

Even if you decide to appeal or place your child's name on a waiting list, it would still be wise to accept the present offer. You can always turn it down later if another offer is made but there can be no guarantee of that happening. **The outcome of an appeal will not be influenced by the acceptance of a place at an alternative school.**

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place at «alloc_pref». Please complete and detach the reply slip below and return it to us by **1 May 2013**. A stamped addressed envelope is provided. **Failure to do so may result in this offer being withdrawn.**

Once I have received your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admissions.

If you do not wish to accept this offer of a place, please let me know by indicating on the reply slip what alternative arrangements you are making for your child's education.

If you have any questions about this letter, please contact the Admissions Team on Tel: 0207 361 2210.

Yours sincerely,

Wendy Michael
Admissions Manager

Summary of school preferences expressed on Common Application Form

Pref	School	Outcome
1		
2		
3		
4		
5		
6		

Please return this form by 1 May 2013 in the pre-paid envelope enclosed

To: The Admissions Team
Room 247/1, The Town Hall
Hornton Street
London, W8 7NX

1. Accepting a place

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

I do not wish to accept the place offered *

***Please complete this section if not accepting the school place offered.**

I do not wish to accept a place at the above school. My child will be educated as follows:

2. Waiting lists

I would like my child to be placed in the waiting list for the schools have indicated below:

Signature of Parent/Carer

Date

Daytime Telephone Number

For information on how the waiting lists for Royal Borough Schools operate, please refer to the Secondary School Booklet available at: www.rbkc.gov.uk/schools/admissions

Minimum Content of Common Application Form to Reception and Secondary Admissions in 2013/14

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
Parental Responsibility

Preference details (x 6):

Name of school and DCSF number
Preference ranking
Local authority in which the school is based
Address of school

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child a 'Child Looked After'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

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

Section 3

PROPOSED IN-YEAR COORDINATED ADMISSIONS SCHEME FOR ROYAL BOROUGH SCHOOLS

Introduction

The new Admissions Code currently laid before Parliament (at the time of preparing this consultation document), removes the duty on Local Authorities to co-ordinate in-year admissions from September 2013. The Royal Borough, together with its tri-borough partners Hammersmith & Fulham and Westminster, wish to continue to coordinate in-year albeit as **maintaining LA's** rather than home LA's (as is currently).

Co-ordination is the most effective way of ensuring that children out of school are tracked and monitored and placed as quickly as possible. This safeguarding element has been a particular strength of in-year coordination since its introduction and there is a significant risk that young people may slip through the net if we revert back to a system whereby applicants submit individual school applications.

The Royal Borough is therefore proposing that from 2013, it coordinates in-year admissions as a maintaining Local Authority. Full details of the scheme are attached but key features of the proposed scheme are as follows:

- Applicants wanting to apply for schools and academies within the Royal Borough must apply on the borough's Common Application Form. Applicants can name up to six primary schools and three secondary schools.
- Royal Borough residents wishing to apply for schools in other boroughs must apply through that borough's arrangements.
- The formal notification of the application outcome would be made by the maintaining LA.
- The Royal Borough Admissions Team will continue to directly administer community school admissions including waiting lists.
- Own admission authority schools (i.e. academies and voluntary aided schools) would continue to administer their own waiting lists and determine whether a place can be offered. VA schools will retain a supplementary form (for applicants applying for a place on faith grounds).
- It is crucial that the Admissions Team hold up-to-date information about school vacancies so that correct advice can be provided to parents. The Admissions Team will liaise with its schools on a regular basis to confirm roll numbers for each year group
- Schools are reminded that they are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number.
- As with secondary transfer and primary school reception year entry, unsuccessful applicants have a right of appeal to an independent appeal panel. Admission authority schools must make arrangements for hearings although the LA may be able to facilitate this for them for a small charge.

The proposed scheme

Applications

1. Applications for children applying for Royal Borough schools will be made on the form provided either online or in hard copy. A form will be available for primary and secondary in-year requests.
2. The form provided by the Royal Borough will provide space to name up to six preferences for primary schools in the Royal Borough and three preferences for secondary schools in the Royal Borough in rank order. Parent/carers can add further preferences at any time.
3. The Royal Borough will notify the Home LA of all in-year applications submitted that are not borough residents. This procedure is to ensure the Home LA has an overview of children without a school place and school to school transfer requests and retains its safeguarding responsibilities.
4. Any preferences made for own admission authority schools in the Royal Borough will be passed to the respective school(s) within 5 school days using a secure means of exchange.
5. Where an own admission authority school in the Royal Borough receives a supplementary form, it will advise the parent/carer to complete the Royal Borough in-year form to formally register their application.
6. The Royal Borough undertakes to carry out address verification for each application submitted. Where it has not been possible to validate an address of an applicant, the Royal Borough will request evidence of residence and occupancy as appropriate.
7. The Royal Borough will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a child looked after, became subject to an adoption, residence, or special guardianship order, and will notify the Home LA if the child is not resident in the Royal Borough.

Processing

8. To determine the availability of places, all the Royal Borough schools will be required to provide the Admissions Team, on request, their roll number, vacancies and waiting list numbers (VA schools) for each year group.
9. The Royal Borough Admissions Team will carry out the following functions to process applications for its schools:
 - i) Where an application is not fully completed, the applicant will be notified the application is invalid until all the information is received.
 - ii) The Royal Borough will refer to the Local Admissions Pupil Database (LAPD) to validate any current school the child may attend, if the application is a 'school to school' transfer request, or current/most recent education provision has not been provided.
 - iii) The Royal Borough will use a secure means to exchange data with its schools and other LAs.

Notification of outcome

10. The Royal Borough will aim to notify the outcome of an application made for one of its schools within **10 school days**. If the applicant is a resident of the Royal Borough, and it has not been possible to offer a place at the school(s) applied to, the applicant will be informed as soon as possible and provided with details of alternative schools available, the opportunity to be added to a waiting list and details of their right of appeal. If it has not been possible to make a decision within **10 school days**, the parent/carer will be kept informed of progress.
11. Where an application has been made to the Royal Borough, and it has not been possible to offer a place for a child resident in another borough, the parent will be notified of the outcome of their application, the opportunity to be added to a waiting list and details of their right of appeal. The contact details for the Home LA will be provided in the notification letter.
12. The Royal Borough will use a formal notification letter to inform of the outcome of the application and indicate, where applicable, that the decision is on behalf of the governing body (for VA schools and academies).
13. Where an offer can be made for a child currently on roll at another tri borough school, the child's current school will be informed once the parent has indicated that they will be accepting the offer.
14. Where it is evident that more than one school place can be offered, the Royal Borough will eliminate all but the highest ranked offer where an applicant has ranked schools in order of preference on the Royal Borough form. Any lower preferences will be withdrawn at this point but can be reapplied for at any time.
15. Where it is evident that more than one school place can be offered as a result of liaison with applications made to school(s) in other LAs, the Royal Borough will contact the parent/carer to establish which offer will be accepted and free up any potential multiple offers.
16. The Royal Borough will inform the applicants Home LA of the outcome of the application.

Post-offer

17. The Royal Borough will request that parents accept or decline the offer of a place within **10 working days** of an offer being made.
18. Where a parent/carer does not respond within this timeframe, the Royal Borough will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and where appropriate liaise with the offered school. Only where the parent fails to respond, the Royal Borough can demonstrate that every reasonable effort has been made to contact the parent, the offer of a place will be withdrawn.
19. The Admissions Team will refer the details of any child that is resident in the Royal Borough, and any additional information, to the Education Welfare Service in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer.
20. The Royal Borough will refer the details, and any additional information, of any child not resident in the Royal Borough to their Home LA in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer.

Waiting Lists

21. The waiting lists for all the Royal Borough **community** schools will be held and administered by the Royal Borough Admissions Team for all year groups and will be ordered in accordance with the published admission criteria for the respective school. Parents/carers that approach community schools direct, that want to be added to a waiting list, will be required to complete the Royal Borough in-year form.
22. The Royal Borough's **own admission authority schools** will maintain their own waiting lists. When a place can be offered, the school will provide the Admissions Team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. The parent/carer will be notified of the offer by the Royal Borough Admissions Team and on behalf of the governing body.
23. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided where possible and the Admissions Team will work closely with its schools to place the child on roll as soon as reasonably practical.
24. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.