

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Family and Children's Services

Determined School Admission Arrangements for 2012/13 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.

The below were consulted for an eight week period ending on **25 February 2011**.

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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No comments of objection were received to proposals outlined on page 4 and 5. The Admissions Arrangements for 2012/13 were determined by the Council 4th April 2011.

Definitions used in this document

“the Royal Borough”	the Royal Borough of Kensington and Chelsea.
“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

The consultation paper outlined proposals for co-ordinated school admissions arrangements in the Royal Borough of Kensington and Chelsea for the 2012/13 academic year. These arrangements are set out in accordance with the mandatory requirements in the Code.

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

The Royal Borough did not propose any changes to the admission criteria for its one community secondary school and its community primary schools. Changes were proposed to the Published Admission Number for Marlborough Primary School (details on page 21) with effect from the first point of entry 2012.

The consultation paper addressed the following:

Section 1: Secondary Transfer 2012/13		
Proposed changes to the admission criteria for Holland Park School and Published admission number	No proposed changes to the admission criteria or the published admission number of 240.	Page 6
Proposed coordinated scheme	The Royal Borough's proposed secondary coordinated scheme	Page 10
	Timetable for Pan London coordination (Schedule 2)	Page 17
	Notification letter (schedule 2A)	Page 18
	Minimum content to Common Application Form (Schedule 1)	Page 35
Section 2: Entry to Reception Class 2012/13		
Proposed admission numbers (PAN)	Proposed changes to Marlborough Primary School from a 1FE to a 2FE	Page 21
Proposed admissions criteria	No proposed changes	Page 22
Proposed coordinated scheme	Outlines the Royal Borough's proposed primary coordinated scheme	Page 26
	Timetable for Pan London coordination (Schedule 3)	Page 31
	Notification letter (schedule 3A)	Page 32
	Minimum content to Common Application Form (Schedule 1)	Page 35

Section 3: In-Year Admissions 2012/13

Proposed In-Year Scheme	Outlines the Royal Borough's proposed In-Year scheme developed to work across the borough and with the 33 London local authorities and to include all maintained schools.	Page 36
	Minimum content to Common Application Form (schedule 4)	Page 43

Section 1: Secondary Transfer 2012/13

- 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 admissions arrangements every 3 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 were no proposed changes to the admission criteria for Holland Park School or the eleven community primary schools.
- 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 schools is their own admissions authority and are required to consult on their admissions arrangements if changes are proposed to their determined 2011/12 arrangements. Any changes proposed were placed in the Royal Borough website and comments returned for the attention for 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 were proposed to the Royal Borough's existing scheme proposed for admission 2012/13 other than clarity in certain areas.

Holland Park Community Secondary School

Admissions criteria from September 2012

Year 7

Applicants with a signed Statement of Special Educational Needs (SEN) which names Holland Park will be placed at the school via the SEN process as set out in Section 324 of the Education Act 1996.

Applicants are asked to read carefully all the information set out in the following paragraphs though not all of it may seem relevant to their application.

The admissions number for Holland Park is 240. Holland Park seeks to create and preserve a genuinely balanced intake which reflects its commitment to a comprehensive character. The school will therefore admit students to Year 7 in four bands of ability. Each band will comprise 25% of the intake, i.e., 60 places. Applicants will be allocated to bands after they have taken a standardised test. All applicants **must** take the standardised test to be allocated a band and the date will be published in the Royal Borough's booklet and notified to parents in writing.

Holland Park School has a particular expertise in the teaching of the visual arts and will offer up to six places within each band to applicants who can demonstrate an aptitude and capacity to succeed in the visual arts, especially art and design. Applicants for those places **must** complete a supplementary information form (included on page 9) to register. There will be an assessment by the school of the child's potential and offers will be made in descending order by aptitude test score to applicants with more than 20 points (out of a possible 40). Applicants who are not offered a place on the grounds of aptitude will automatically be considered for a place within their ability band under the general admission criteria described below.

Holland Park School has for a number of years been heavily over-subscribed. If in 2012 there are again more applications to the school than there are places available, the Royal Borough will allocate places in accordance with the following order of priority.

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to whom the child is in care and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services may, on an individual basis, give priority to applicants who can demonstrate that admission to Holland Park School is necessary on the grounds of professionally supported medical/social needs. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker, which must not be no more than six months old. All information submitted will be regarded as confidential.

Only a small number of the places available in each band will be taken up by the categories of applicants described in category (1) and (2). For the majority of applicants to Holland Park School the criteria set out next are the ones which are most likely to be relevant.

When the applicants referred to in the two preceding paragraphs have all been offered places, the remaining places in each of the four bands will be offered in following order of priority.

- 3.(i) To brothers and sisters of children already on the roll of the school who are expected to still be attending the school from September 2012 (including the sixth form). This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer partner provided that they live at the same address as the applicant.
- (ii) To applicants who attend a primary school in the Royal Borough of Kensington and Chelsea on the closing date for applications for places in the admissions year.

If, in any of the bands, there are more applicants than places available in either category 3(i) or 3(ii), places will be offered first to children who live nearest to the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order.

Routes will be measured to four decimal places (if necessary). In the unlikely event that two or more applicants live at exactly the same distance from the school the offer of a place will be decided by random allocation.

If, in any of the bands, there are not enough children in categories (i) and (ii) to fill all the places in that band, the remaining places in the band will be offered to other applicants who live nearest the school in the manner described above regardless of which primary school they attend.

If an offer of a place is not accepted by an applicant the place will be offered to another applicant according to the same order of priority.

Year 7 - Waiting list

After Year 7 has begun, the allocated Band will no longer apply. Those who have requested to go on the waiting list will be ordered as described above in 1, 2 and 3(i). After that, priority will be to applicants who live nearest the school in the way described above.

Years 8 – 11

If there are more applications than there are places available in these years, priority will first be given in the way described above in 1, 2 and 3(i). After that priority will be given to applicants who live nearest the school in the way described above.

Year 12

Holland Park School has places for about 300 pupils in its sixth form. The school expects to admit a maximum of 100 pupils from other schools in Year 12, though this number may be exceeded if sufficient places remain once the demand for places from young people already at Holland Park School has in the view of the school been met. The availability of places in Year 12 for particular subjects will depend on the

number of young people coming forward from Holland Park School: priority will be given to these.

The school will only consider applicants for courses which it has published as being available and will not make other courses available at the request of applicants. All places will be offered conditional on applicants meeting the school's entry requirements for the courses.

In the event of there being more applicants from outside Holland Park School than there are places available, places will be offered according to the following criteria in the order shown.

1. The applicant's suitability for the course for which application is being made.
2. The applicants considered suitable who live nearest to the school. Nearness to the school will be measured in the same way as for Year 7 (see above).

Twin and Triplets

If a tie-break involves twins or triplets, Holland Park School will offer places over the published number to accommodate the children. Further places will not be offered until the school admissions limit reduces back to 240.

Supplementary Form for Aptitude

HOLLAND PARK SCHOOL – ADMISSIONS 2012

SPECIALIST ART AND DESIGN PLACES

Please complete this form if you wish the school to consider offering your child a place at Holland Park School on the basis of their aptitude in Art and Design.

Name (of child)	Surname:	
	Forenames:	
Date of Birth:	Gender:	
Current Primary School:		
Home Address:		
Names of parent(s) / carer(s):		
Contact telephone number:		
Email address:		
Do you have another child at the school?		

1: You must complete your 'borough of residence' secondary transfer form, regardless of this application, and return it by the published deadline.

2: Your child will be considered for a place at Holland Park through our banding procedures, regardless of this application and will be required to sit the banding assessment on **xxxxxxxx at xxxxx**.

3: Workshops for Art Specialist places will take place on **xxxxxxxx at xxxx**.

Please note that no alternative dates can be offered.

Applicants not allocated a place on the basis of aptitude will be placed on the Art Specialist Waiting List. Only applicants scoring 20 marks or above (out of a possible 40) will be considered for an aptitude place, or, if unsuccessful, placement on the waiting list.

Applicants not allocated a place on the basis of aptitude will also be considered automatically under the criteria for normal entry.

Applicants will be invited to take part in a drawing workshop. Following an introduction by a member of the Art and Design Team, each applicant will have the opportunity to produce a piece of art work using a range of materials.

Following receipt of this application the school will contact you with details regarding the banding tests and workshops.

Please return this form to xxxxxxxxx, Admissions Officer at Holland Park School, Airlie Gardens, Campden Hill Road, London W8 7AF; no later than:
31st OCTOBER 2011

ARRANGEMENTS FOR SECONDARY TRANSFER: PAN LONDON CO-ORDINATED SCHEME FOR 2012/13

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 admissions 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/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 34).
 - 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 in accordance with paragraph 1.76 of the School Admissions Code. 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 para.1.83 of 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, in accordance with para 3.7 of the Schools Admission Code, 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 check the status of any applicant who is a child looked after by a local authority and provide evidence to the maintaining LA where a preference is expressed for a school not in the Royal Borough's area by **14 November 2011**.
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 2011**.

PROCESSING

14. **31 OCTOBER 2011** 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 **21 October 2011** (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 2012 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 2011**.
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 **14 November 2011**.
 - 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 **14 November 2011**.

- vi) The Admissions Team will check the received data and immediately pass all applications to Holland Park, Cardinal Vaughan, Sion-Manning, St Thomas More Language College and Chelsea Academy to add to the data already supplied under ii) and iii) above.
- vii) These operations will be completed by **18 NOVEMBER 2011**.
17. The Royal Borough will participate in the application data checking exercise which will take place between **12 December 2011 and 3 January 2012** 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 **13 January 2012**, 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 1.76 and 2.16 of the code.
- ii) By **13 January 2012**, 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 **1 February**, 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 **14 February** if this is sooner.
19. The Royal Borough will participate in the offer checking exercise to be scheduled between **13 and 23 February** 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 **24 February**.

OFFERS

20. The Royal Borough's Admissions Team will on **1 March 2012** 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**. 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 **16 March** 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 **16 March 2012**.
22. The Royal Borough will by **23 March** inform other LAs which of its residents had accepted or declined the offer of places in those LAs' schools. Where such information is received after 16 March, 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 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 2012**, 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 2012** 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 2011 (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 which will be compiled on **23 March 2012** (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 2012. Separate waiting lists will be maintained in accordance to the pupil's allocated band and for unsuccessful visual arts applicants up until August 2012.

Holland Park waiting list from 23 March until end of August 2012

- The waiting list will be organised in accordance with admissions 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 2012.
- 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 2011 that did not sit the banding test are prioritised against the same admissions 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.

With effect from September 2012 **all** the waiting lists will be cleared and re-ordered as one list in accordance with category 1, 2 and 3(i) of the admissions 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 2012.

26. Cardinal Vaughan, Sion-Manning, St Thomas More Language College 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.

PAN-LONDON SECONDARY CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Year 7 in September 2012

21 Oct 2011	Published closing date (Friday before half-term)
31 Oct 2011	Statutory deadline for receipt of applications
14 Nov 2011	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
11 Dec 2011	Deadline for the upload of late applications to the PLR.
12 Dec 2011 – 4 Jan 2012	Checking of application data
1 Feb 2012	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
14 Feb 2012	Final ALT file to PLR
15 - 23 Feb 2012	Checking of offer data
24 Feb 2012	Deadline for on-line ALT file to portal
1 Mar 2012	Notification letters posted
16 Mar 2012	Deadline for return of acceptances
23 Mar 2012	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 2012

Dear «parent/carer»

SECONDARY TRANSFER 2012

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 2012. 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 admissions 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 **16 March 2012**. 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 2012.

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 admissions 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 **16 MARCH 2012**. 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 16 March 2012 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/admissions

Section 2: Entry to Reception Class 2012/13

- 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 three years. The Royal Borough website will include any proposed changes to admission arrangements for voluntary aided school and can be found at: www.rbkc.gov.uk/admissions from 3 January 2011.
- 2.4 Proposed changes to the to the admissions numbers for community schools for the academic year 2012/13 are indicated below. These proposed increases are to meet the demand for primary school places in the south of the borough.

Name of school	Admissions number for 2012/13
Ashburnham	30
Avondale Park	60
Barlby	45
Bevington	45
Bousfield	60
Colville	45
Fox	45
Marlborough	30 to 60 (to take effect from reception entry)*
Middle Row	45
Oxford Gardens	60
Park Walk	30
Thomas Jones	30

****this will also include Year 1 and Year 2 as additional classes have been in operation since September 2010 to address the shortage of primary school places in the south of the borough.***

- 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 without 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 were proposed to the Royal Borough's existing scheme proposed for admission 2012/13 other than clarity in certain areas.

COMMUNITY PRIMARY SCHOOLS: ADMISSIONS CRITERIA 2012 – 2013

(excluding Ashburnham/Marlborough/Thomas Jones and Fox Primary Schools which have different arrangements)

Applicants with a signed Statement of Special Educational Needs (SEN) which names one of the Royal Borough's community schools will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

If there are more applications to the school than there are places available, the Royal Borough will allocate places in the following order of priority.

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is in care, and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must not be no more than six months old. All information submitted will be regarded as confidential.
3. To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

ASHBURNHAM, MARLBOROUGH AND THOMAS JONES COMMUNITY PRIMARY SCHOOLS: ADMISSIONS CRITERIA 2011-2012

Applicants with a signed Statement of Special Educational Needs (SEN) which names one of these schools will be placed at the school via the SEN process as set out in Section 324 of the Education Act 1996.

Ashburnham, Marlborough and Thomas Jones schools have been adapted to afford access to pupils in wheelchairs. At the request of the Executive Director of Education, Libraries and Arts, the headteachers of these schools are able to offer places as a first priority to children whose physical needs make it impracticable for them to be admitted to other schools.

If there are more applications to the school than there are places available, the Royal Borough will allocate places in the following order of priority;

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is in care, and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must not be no more than six months old. All information submitted will be regarded as confidential.
3. To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order.

Routes are measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

FOX COMMUNITY PRIMARY SCHOOL: ADMISSIONS ARRANGEMENTS for the academic year 2011-2012

Applicants with a signed Statement of Special Educational Needs (SEN) which names Fox will be placed at the school via the SEN process as set out in Section 324 of the Education Act 1996.

Fox Primary School has a defined priority area for admissions and does not, therefore, have the same admissions criteria as other community primary schools in the Royal Borough.

The priority area for admissions is as follows: Cromwell Road; right into Earls Court Road; over Kensington High Street; up Holland Walk; over Holland Park Avenue; up Ladbroke Grove; right into Kensington Park Gardens; over Kensington Park Road; into Chepstow Villas; right down Chepstow Place; right into Ossington Street; over Notting Hill Gate; down Kensington Palace Gardens; left into Kensington High Street; down Palace Gate; into Gloucester Road; right into Cromwell Road.

Both sides of the road are included.

If there are more applications than places available, the Royal Borough will allocate places in accordance with the following criteria in order of priority;

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is in care, and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must not be no more than six months old. All information submitted will be regarded as confidential. Support, such as a letter or report from doctor, consultant or social worker which must not be no more than 6 months old. All information submitted will be regarded as confidential.
3. To applicants who have a sibling already at Fox who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, step brothers or step sisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To other applicants living within the defined priority area. Nearness to the school will in all cases be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order.

Routes will be measured to four decimal places when necessary. If, in the unlikely event that two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

5. To other applicants living outside the priority area. The proximity criterion will be applied in the way described in para. 4 above.

For all community schools

Twins, and triplets and multiple births* – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. If it is not possible to offer all the children a place at the same school on 4 April, every effort will be made to do so by the time they are due to start. In most cases, schools will have enough movement on the waiting list to allow this to happen. It is not however possible to have over 30 in an infant class. If this very unlikely situation occurs, the parent will be asked to decide which child should be offered the place first. If it is not possible to offer all children a place by the time they are due to start school, other schools may need to be considered.

In classes not subject to infant class size legislation, community schools would be asked to exceed their admission number to accommodate the subsequent child/ren.

PAN-LONDON CO-ORDINATED PRIMARY SCHOOL ADMISSIONS SCHEME FOR 2012/13

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 London online eAdmissions system on the Royal Borough website. The CAF will include all the fields and information specified in **Schedule 1** (page 34).
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 admissions booklet, including details of how to apply online. Parents will be encouraged to apply online at: **www.rbkc.gov/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 admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used 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, in accordance with paragraph 3.7 of the School Admissions Code.
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 in accordance with paragraph 1.76 of the School Admissions Code. 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 2011**.

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' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **27 January 2012**.
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 **27 January 2012**.

Processing

11. Applicants resident within the Royal Borough must submit their application to this LA by **15 January 2012**. 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 **3 February 2012**. 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 **9 February 2012** 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 2012** 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 **17 February 2012**.
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 17 February 2012, 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
19. **20 February and 2 March 2012** in the Pan-London timetable in **Schedule 3**.

20. All preferences for schools within the Royal Borough will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of 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'.]
21. 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 2012**.
22. 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 **15 March 2012**. 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 **21 March**, 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 18 April 2011 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 **22 March and 12 April 2012** 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 **13 April 2012**.

Offers

28. On **18 April 2012** 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 3 May 2012 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 18 April;
- ii) pupils who made late applications after the closing date of 15 January 2012
- iii) pupils who require a reception place who moved into the area after the 18 April.

29. Parents will be asked to reply to the Royal Borough by **2 May 2012**. 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. Where an applicant resident in the Royal Borough accepts or declines a place at a school maintained by another LA by **2 May 2012**, this LA will forward the information to the maintaining LA by **10 May 2012**. Where such information is received from applicants after 2 May, this LA will pass it to the maintaining LA as it is received.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.

36. 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.
37. 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.
38. The Royal Borough will by **16 May** inform other LAs which of its residents had accepted or declined the offer of places in those LAs' schools. Where such information is received after 16 May, the Royal Borough will pass it on to the maintaining LA as it is received.

Waiting lists

39. Waiting lists for entry to Reception in the academic year 2012/13 for Royal Borough schools will be compiled after **10 May** (after the deadline for acceptances of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
40. If an offer of a place is declined between the **18 April and 10 May**, 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.
41. 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 2012**.
42. Parents will be given the opportunity to make applications to Royal Borough schools to which they did not originally apply.
43. The Admissions Team will manage the waiting lists for all community primary schools in the Royal Borough.
44. 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 2012**. 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 school must keep the Admissions Team updated on the waiting list status of a child when requested.
45. 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.
46. In the period **18 April to 31 August 2012**, 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.

Timetable for Admission to Reception in 2012/13

15 January 2012	Statutory deadline for receipt of applications
3 February 2012	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
By the 9 February 2012	Royal Borough VA school sent their applications by the LA
17 February 2012	Deadline for the upload of late applications to the PLR.
20 Feb - 2 March 2012	Checking of application data
8 March 2012	Royal Borough VA schools to return their rank lists to the LA
15 March 2012	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
22 March 2012	Final ALT file to PLR
22 March – 12 April 2012	Checking of offer data
13 April 2012	Deadline for on-line ALT file to portal
18 April 2012	Notification letters posted
2 May 2012	Deadline for receipt of acceptances
10 May 2012	Community school waiting lists compiled Deadline for parents to submit an appeal for it to be heard by the end of the Summer term.
16 May 2012	Deadline for transfer of acceptances to maintaining LAs

PROPOSED NOTIFICATION LETTER

School Admissions Team
Town Hall
Hornton Street, W8 7NX

18 April 2012

Dear «parent/carer»

PRIMARY RECEPTION ADMISSIONS 2012/13

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 admissions 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 **2 May 2012**. 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 admissions 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 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 **2 May 2012**. 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 3 May 2012 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/admissions

Minimum Content of Common Application Form to Reception and Secondary Admissions in 2012/13

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 PROTOCOL

3. Introduction

- 3.1 This Protocol and attached scheme produced by the Royal Borough of Kensington and Chelsea Council, Local Authority (which will be referred to as the LA) acting under the provisions of the Education (Co-ordination of Admission Arrangements (England) Regulations 2002, and in accordance with the School Admissions Code of Practice 2009 (Department for Children, Schools and Families).
- 3.2 This Protocol and Scheme takes into account the obligations imposed on schools, the LA and parents by the School Admissions Code of Practice (the Code) which came into force on 10 February 2009, superseding all previous versions.
- 3.3 All schools maintained by the LA (except for special schools), will operate within this In-Year Co-ordinated Admissions Scheme.
- 3.4 Maintained schools in the Royal Borough are those where the LA is the admission authority (community schools) and those where the governing body of the school is the admission authority (voluntary aided and Academy).
- 3.5 This protocol is for admission to school from September 2012. The annual consultation for 2012/13 will include this In-Year scheme.
- 3.6 This protocol will be administered for the Royal Borough of Kensington and Chelsea LA by the School Admissions Team, part of the Families and Children's Services based at the Town Hall.

Purpose

- 3.7 This protocol identifies a requirement on parents to make an application for a school place. It describes the arrangements put in place to enable parents to make an application by expressing a preference for a school (or preferences for schools) and the arrangements which will be followed by schools and the LA in order to respond to applications and allocate school places.
- 3.8 This protocol recognises the requirement for every application for a school place to be made to the Home LA. No applications can be made direct to a school, even where that school is its own admission authority.
- 3.9 This protocol, in conjunction with the Pan London Primary Co-ordinated Admissions Scheme and the Pan London Secondary Co-ordinated Admissions Scheme, is intended to ensure that all parents feel they have the same opportunities to apply for the school they want for their child.
- 3.10 There will be a number of children who require admission to a school at other times than the normal round of admissions, once the Reception and Year 7 has begun or during any other Year. These are In-Year admissions, sometimes called casual admissions.
- 3.11 Children seeking places at school In-Year may have personal circumstances which combine to make them more vulnerable to missing education. This may in turn have an impact on the child's welfare, health and safety, happiness and educational opportunity.

- 3.12 Children seeking places at school In-Year may have personal circumstances which combine to make them more challenging in their behaviour. These children are sometimes referred to as *hard to place* and may require consideration in accordance with the Royal Borough's Fair Access Protocol which is currently under review. Applicants may take priority over children on the waiting lists if the school is allocated to take a child under the locally agreed Fair Access Protocols.
- 3.13 Parents may submit applications for In-Year admission at any time.
- 3.14 A parent may request a place In-Year for a variety of reasons, for example, where:
- the family has moved home, either into the Royal Borough or from another part of the borough and the current school is too far to travel;
 - the family have re-located to the Royal Borough from abroad;
 - there is a preference to change schools;
 - there is a preference to move from home-education to school education;
 - there is a preference to move from a fee-paying school to a state maintained school;
 - the child has been permanently excluded from a school.
- 3.15 The LA recognises that a place must be provided for a child at the school named in his or her Statement of SEN. This function will be carried out by the Home LAs Special Educational Needs Team.
- 3.16 The responsibility of the LA is to ensure that there are sufficient places to accommodate the expected level of demand in an area and to administer arrangements for admission.
- 3.17 It is the responsibility of parents to ensure that their children receive suitable and appropriate full-time education, either by attendance at a state maintained school or otherwise, such as by home- education or attendance at a fee-paying school
- 3.18 Children below 5 are not required to receive full-time education although they may seek a school place as a Rising 5.
- 3.19 Children above 16 are not required to receive full-time education although they may seek a school place in a sixth form or further education college.
- 3.20 Parents may express preferences for up to six schools in the order they would most like a place. The order of preference will not affect the decision of an admission authority. Where a school is its own admission authority, it will not be informed of the order of preference. If more than one preferred school could admit the child, it will be the role of the Home LA to offer a place at the school ranked highest by the parent. If none of the parent's preferences can be met, it will be for the Home LA to offer a place at the nearest school to the home address with a vacancy and to advise the parent of his or her options.
- 3.21 Allocations will be based on an equal preference system.
- 3.22 In all requests for admission which are refused there will be the opportunity to be added to a waiting list (if there is one) and the right of appeal.

PROPOSED SCHEME FOR CO-ORDINATION OF IN-YEAR ADMISSIONS For the Academic Year 2011/12

The proposed scheme has been formulated to meet the statutory requirements set out in the Code and the mandatory elements that London LAs have agreed to include in their In-Year coordinated scheme. The shaded areas define how the Royal Borough will meet the requirements in specific areas.

Applications

1. Applications for children resident in the Royal Borough will be made on the Home LA's common application form. To avoid confusion with the Common Assessment Framework (CAF) this LA will refer to the common application form for In-Year applications to primary school as the "Primary Application Form" (PAF) and "Secondary Application Form" (SAF). Throughout this document the application form will be referred to as a 'common application form' or 'CAF' and will include all the fields and information specified in **Schedule 4** to this Protocol

Both forms will be made available at all Royal Borough primary and secondary schools, the Town Hall, the PDC and on the LA website.

Royal Borough schools will determine the borough of residence for the applicant if the school is approached direct by the parent/carer. The CAF will be provided to the parent/carer for residents in the Royal Borough. If the parent/carer is not resident in the Royal Borough the school will advise them to contact their Home LA to obtain the CAF.

2. Applications for children living elsewhere in England will be referred to their Home LA to be considered under their Home LA's scheme, unless evidence of an imminent move is provided, and this is agreed by both LAs. Applications will not be processed until the child is resident in the Royal Borough and places will not be held vacant at any school unless there are agreed exceptional circumstances.
3. Parents can submit an online application using the link available on the Royal Borough website: **www.rbkc.gov.uk/admissions**.
4. The admission authorities within the Royal Borough will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.

Supplementary forms for all Royal Borough admission authority schools can be obtained direct from schools or on the Royal Borough's website. These forms must be returned to the school and not the Home LA. Any supplementary forms must advise parents that they must also complete their Home LA's common application form. The Royal Borough's admission booklet and website will indicate which of its schools require a supplementary form and where they can be obtained.

5. Where an admission authority in the Royal Borough receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on their Home LA's Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.

6. Applicants will be able to express a preference for a maximum of six maintained primary/secondary schools or Academies within and/or outside the Home. The Royal Borough will accept any preference received from a Home LA for a maintained school or academy in its area.
7. The order of preference given on the application form will not be revealed to a school within the Royal Borough in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child 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 a child is eligible for a place at more than one school in that LA's area.
8. The Royal Borough undertakes to carry out address verification for each application made by a resident. Where it has not been possible to validate an address of an applicant whose preference has been sent to a Maintaining LA, it will advise the Maintaining LA.
9. 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.

Royal Borough admission authority schools do not need to request proof of address or the child's date of birth with the supplementary form. Address and date of birth verification will be carried out by the Home LA. Documents for further clarification can be requested by the school following the official offer of a place from the Home LA. Any discrepancies that arise as a result, e.g. date of birth does not match, must be raised with the Home LA to investigate.

10. The Royal Borough will check the status of any applicant who is a 'Looked After' child and provide evidence to the Maintaining LA in respect of a preference for a school not in this LA's area as soon as it is received.
11. The Royal Borough will advise a Maintaining LA of the reason for any preference expressed for a school not in this LA's area, in respect of a resident child, and will forward any supporting documentation to the Maintaining LA as soon as it is received.

Processing

12. Applicants with children resident within the Royal Borough must complete and return the CAF to the Royal Borough's Admissions Team.

- i) An application for a child resident outside of the Royal Borough will not be considered until a CAF has been completed and returned to the Home LA.
- ii) Where an application is not fully completed, the Royal Borough will not treat the application as valid until all the information is received.
- iii) 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.
- iv) Application data relating to preferences for schools in another LA will be shared with that LA within **5 working days** of the application being received. Any additional information received with the CAF will be sent to Maintaining LAs by the same date.
- v) The Royal Borough will use the Pan London Support Site to exchange data through the document exchange. Alternative arrangements will be made to forward data and supporting information to LAs that do not have access to this site.
- vi) Where it is the policy of the Maintaining LA to request background information from a previous school before a place is offered, acting as a Home LA, it will pass any information obtained as soon as this is received.

Offers

- 13. The Royal Borough will aim to share the outcome of an application for one of its schools with the Home LA within **10 school days** of receiving the data. (Where it is clear to the Royal Borough that it has no vacancy for the child, the Home LA will be informed as soon as possible after receipt of the application data). If it has not been possible to make a decision within **10 school days**, the Royal Borough will inform the Home LA so the parent/carer can be kept informed of progress. The Royal Borough will inform the Home LA as soon as a decision is made, but within at least **20 working days** of receiving the application data.
- 14. The Royal Borough will use the Notification letters as basic templates as set out in **Schedule 2A or 3A**.
- 15. Where an offer can be made for a child currently on roll at another Royal Borough Primary School, the child's current school will be informed if the parent has already indicated that they intend to accept the offer. Pupil records will then be transferred once the offer has been accepted.
- 16. Acting as Home LA, the Royal Borough will eliminate all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within **10 school days**, and where it has been informed by a Maintaining LA that a place is available, will advise that LA whether the place is required.
- 17. Acting as Home LA, the Royal Borough will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Royal Borough or in other LAs.
- 18. Where it has not received an outcome for a school within another LA which is a higher preference than the school offered, this LA will case manage that application until an outcome can be sent in respect of each such school named on the CAF.

19. Where a parent moves from the Royal Borough to another LA after receiving a CAF, the application will continue to be processed if the new address does not change the schools applied for. If the new Home LA is further away and different schools need to be requested, the Royal Borough will pass the details of the child to that Home LA.

Post-offer

20. The Royal Borough will request that resident parents accept or decline the offer of a place within two weeks.
21. Where a parent does not respond within this timeframe and the application is for an out-borough school, 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 if necessary, will liaise with the Maintaining LA. Only where the parent fails to respond and the Royal Borough can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admissions authority.

The Admissions Team will refer the child's details and any additional information, to the Education Welfare Service in cases where an offer of a school place has been rejected and it is clear that no alternative provision has been arranged for the child by the parent/carer.

22. Where a parent resident in the Royal Borough accepts or declines a place in a school maintained by another LA, the Maintaining LA will be informed as soon it is received.
23. The Royal Borough will inform the Home LA whether a child offered a place at a school in its area has been admitted to the school within **5 school** days of the start date.
24. The Admissions Team will notify the Home LA of any appeals that are upheld for Royal Borough schools.

Waiting Lists

25. Where a place is available to be offered from the waiting list to a child resident in another LA, the Royal Borough will advise the Home LA so that they might formally offer the place.
26. Where the Royal Borough is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.
27. The waiting lists for all Royal Borough **community** schools will be held and administered by the Admissions Team for all year groups and will be ordered in accordance with the published admissions criteria for the respective school. Parents/carers that approach Royal Borough community schools direct, that want to be added to a waiting list, must complete the CAF and return to their Home LA Admissions Team.
28. Parents will be contacted at intervals throughout the year to indicate if they wish their child to remain on a waiting list and will be given 14 days to respond. Those that do not respond by the date given will be removed from the respective waiting list with immediate effect. Parents will continue to maintain the right to re-apply and be added to a waiting list for any school at any time and have the right of appeal.
29. Royal Borough voluntary aided schools and the Academy will maintain their own waiting lists. Applications must be made to the Home LA as an In-Year admission to be added to a waiting list. In accordance with 3.22 of the Code, Royal Borough VA schools, the Academy and Free schools must communicate the availability of places to their Home

LA Admissions Team when requested. They must also inform the numbers on their waiting lists for each year group by completing the Royal Borough roll return form on a **monthly basis**, or sooner if necessary.

30. Inevitably, parents/carers will continue to approach schools when seeking a school place. Schools that do receive a direct request, and there is a vacancy in the appropriate year group and no waiting list, **must** contact the Admissions Team to confirm that there are no pending In-Year applications for the requested year group. Once a vacancy is confirmed, the parent/carer can be advised of the current position and that a CAF must be completed and returned to their Home LA who will make the official offer. If the child is a Royal Borough resident the school can provide the parent with the CAF. 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.
31. Each school must notify the Admissions Team when a child is removed from the school roll and the reason why. Schools must follow procedures in place when removing pupils from the roll of the school. Pupils must not be removed from the school roll based on a verbal conversation with a parent/carer that has, for example, indicated moving away at the end of term or as a result of a disagreement with the school. Schools need to liaise with the Education Welfare Service if unsure whether to remove a pupil from the roll. The next child on the waiting list will be contacted and sent an offer letter by the Home LA. The offer must be made by the Home LA regardless of which borough the school is located.
32. Where the next person on a waiting list for a Royal Borough school is already on roll at another school and the parent has indicated that they would like their child to attend the offered school, the official offer will be made by the Home LA and arrangements for admission will be negotiated with the school and the parent to ensure a smooth transition. This may mean the child starting at the new school at the beginning of the following term. The agreed start date for the new school must be notified to the Admissions Team. **There must be no unnecessary delay in admission to a Royal Borough school when a child is out of school and not receiving education.**
33. In accordance to 3.21 of the Code, 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.

Schedule 4

The Royal Borough's Common Application Form for Primary and secondary In-Year admissions will contain the following fields as agreed by the Pan London coordinated admissions arrangements.

To avoid confusion with the Common Application Form available to parents applying for a reception place for the first time and for primary to secondary transfer. The In-Year forms will be referred to as '**Primary Application Form (PAF)**' and '**Secondary Application Form (SAF)**'

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
- If currently in school, reason for transfer
- Has the child been permanently excluded?
- Does the applicant have a statement of SEN?
- Is the child Looked After?

Parent's/Carer's details:

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

Preference details (maximum of 6):

- Name and DCSF number of school
- Preference ranking
- Local Authority in which the school is based
- 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