

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

City of London Corporation Scheme Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2024/25

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Year Reception in September

Definitions used in the template schemes

“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 City”	The City of London Corporation, which is the is the Local Authority for City of London residents
“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
“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 Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register	the document containing the address verification policy of each participating LA
“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, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“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 Junior school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

City of London Application Processing Policy and Procedure

Please Note:

The City has considered all mandatory requirements of the School Admissions Code, which is issued by the Department for Education while drafting this scheme.

There is one maintained primary school within the City, which is a Voluntary Aided Church of England Secondary School. There are no maintained secondary schools within the City.

Definition of Parent

A parent is a person who has parental responsibility for, or is the legal guardian of the child.

Address verification policy

All applicants must adhere to the address verification policy detailed in schedule 4.

Pan- London Co-ordinated Admissions System The City's Scheme for Co-ordination of Admissions to Reception/Junior in 2023/24

Applications

1. The City may commission a partner organisation to carry out some of the Local Admission System functions.
2. The City will advise home LAs of their resident pupils on roll in nursery class at the maintained school within the City, who are eligible to transfer to reception in the forthcoming academic year.
3. Applications from City residents will be made on the City's Common Application Form, which will be available to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template City Scheme. These will be supplemented by any additional fields and information which are deemed necessary by the City to enable the admission authority in the City to apply their published oversubscription criteria.
4. The City will take all reasonable steps to ensure that every parent/carer who is resident in the City and has a child within the eligible cohort, either in the City or any other maintaining LA, is informed of how they can obtain a copy of the City's composite prospectus/admissions brochure, including details of how to apply online. The prospectus will be available online and hard copies of both the prospectus and Common Application Form will be made available on request.
5. The admission authority within the City will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authority within the City, the City will seek to ensure that these

only collect information which is required by the published oversubscription criteria in accordance with paragraph 2.4 of the School Admissions Code 2021.

6. Where supplementary information forms are used by admission authorities in the City, they will be available on the City's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. The City's admission booklet and website will indicate the school within the City that requires a supplementary form to be completed and where it can be obtained.
7. Where an admission authority within the City receives a supplementary information form, the City will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
8. Applicants will be able apply to the maintained school within the City and other maintained schools and academies outside the City. They can express a preference for up to six maintained primary schools or academies.
9. The order of preference given on the Common Application Form will not be revealed to the school within the City, in accordance with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident within the City 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.
10. The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2024**).
11. Only one address can be used for school admission purposes and the final decision will rest with the City.
12. The City undertakes to carry out the address verification process set out in Schedule 4 below. This will in all cases include validation of resident applicants against the City's maintained nursery and primary school data and the further investigation of any discrepancy. Where the City is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **9 February 2024**.
13. The City will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after', including those who appear to have been in state care outside of England, and have recently been adopted (or made subject to a child-arrangements order or special guardianship order) immediately after being looked after and will provide any additional evidence

on receipt of a reasonable request to the Maintaining LA in respect of a preference for a school in its area by **2 February 2024**.

14. The same will also apply for any previously looked after child, including those who appear to have been in state care outside of England, who have been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after.
15. This City will advise a maintaining LA of the reason for any preference expressed for the 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 **2 February 2023**.

Processing

16. Applicants resident within the City must complete the Common Application Form, which will be available and able to be submitted on-line, to this City by **15 January 2024**.
17. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of the City's scheme, will be up-loaded to the PLR by **2 February 2024**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
18. The City shall, in consultation with The Aldgate School and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
19. The City will accept late applications only if they are late for a good reason by **8 February 2024**, deciding each case on its own merits. Please see Schedule 4 for further information.
20. Where such applications contain preferences for schools in other LAs, the City will forward the details to maintaining LAs via the PLR as they are received. The City will accept late applications which are considered to be on time within the terms of the home LA's scheme.
21. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **9 February 2024**.
22. 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 **8 February 2024**, on the basis that an on-time application already exists within the Pan-London system. The City will liaise with relevant LA's to ensure a smooth transition process.

23. Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **02 February 2024**. Supplementary information provided with the School Admissions Application Form will be sent to The Aldgate School the Maintaining LAs by the same date.
24. Application data relating to the City school from out-of-borough pupils will be received from the Pan-London Register on **02 February 2024**.
25. The City will notify The Aldgate School of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **8 February 2024**.
26. Between **08 and 16 February 2024**, The Aldgate School will assess their applications according to their admissions criteria.
27. The City will participate in the application data checking exercise scheduled between **12 February and 16 February 2024** in the Pan-London timetable.
28. All preferences for the school within the City will be considered by the admissions authority without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admissions authority within the City has provided a list of applicants in criteria order to the City, the City shall, for each applicant to the school 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'.]
29. The City will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
30. The City will upload the highest potential offer available to an applicant for its maintained school to the PLR by **14 March 2024** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
31. The City's LAS will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **22 March 2024** if this is sooner.
32. The Aldgate School must provide the City with an electronic list of their applicants in rank order by **24 February 2024**.
33. The City will not make an additional offer between the end of the iterative process and the **16 April 2024** which may impact on an offer being made by another participating LA.

34. Notwithstanding paragraph 31, if an error is identified within the allocation of places at a maintained school, the City will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) the City 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, the City will accept that the applicant(s) affected might receive a multiple offer.
35. The City will participate in the offer data checking exercise scheduled between **25 March and 10 April 2024** in the Pan-London timetable in Schedule 3B.
36. The City will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **10 April 2024**.

Offers

37. The City will ensure, so far as is reasonably practical, that all resident children who have not been offered a preference expressed on the common application form and late applicants whose preferences have not been considered, will either receive an offer of an alternative school place (closest school with a vacancy in Islington) or will be informed of schools which still have vacancies and asked to indicate which school they would prefer their child to attend
38. The City will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
39. The City's outcome letter and additional useful information will include the information set out in Schedule 2.
40. The City will, on **16 April 2024**, send by post notification of the outcome to resident applicants.
41. The City may provide the nursery and primary schools with destination data of its resident applicants by the **16 April 2024**.

Post Offer

42. The City will request that resident applicants accept or decline the offer of a place by **30 April 2024**, or within two weeks of the date of any subsequent offer.
43. Where an applicant resident within the City accepts or declines a place in a school maintained by another LA by **30 April 2024**, the City will forward the information to the maintaining LA by **8 May 2024**. Where such information is received from applicants after **30 April 2024**, the City will pass it to the maintaining LA as it is received.
44. Where a place becomes available in an oversubscribed maintained school in the City's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.

45. Where a waiting list is maintained by an admission authority of a maintained school City's area, the admission authority will inform the City of a potential offer, in order that the offer may be made by the home LA.
46. When acting as a maintaining LA, the City will inform the home LA, where different, of an offer for a maintained school in the City'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.
47. When acting as a maintaining LA, the City and the admissions authority within it, will not inform an applicant resident in another LA that a place can be offered.
48. The City will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
49. Where the City is informed by a maintaining LA of an offer which can be made to an applicant resident in the City's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
50. Where the City, acting as a home LA, has agreed to request for a change of preference or preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
51. The City will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
52. When acting as a maintaining LA, the City will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for the maintained schools in its area.
53. Applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.
54. The City does not operate a waiting list because it is not an admissions authority.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to
Reception/Junior School in 2024/25**

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

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

Preference details (x 6 recommended):

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

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have an Education, Health and Care Plan Y/N*
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent or guardian
Date of signature

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 2
Template Outcome Letter for Admissions to Reception/Junior
School
in 2024/25

From: City

Date: **16 April 2024 (Prim)**

Dear Parent/Carer,

Application for a Reception

I am pleased to confirm the offer of a place for XX at XX.

It was not possible to offer a place at any of the schools which you have listed higher on your application form. You'll a 'Useful Information' attachment on the school offer email, it will give you the reason why your child was not offered a school place and how to appeal the decisions.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like to accept this offer it is important that you confirm this in writing by 16 April 2024. You can also accept the offer via your eAdmissions account if you have made an online application or via email;

eeyservice@cityoflondon.gov.uk

As soon as I receive your written acceptance, I will inform the school and they will contact you to provide further information about admission, school uniform and start dates etc.

If you are considering not accepting this offer or if you would like any further information or advice, please contact the School Admissions Service on 020 7332 1750.

Important Information about this offer

Accepting this offer will not affect your right to appeal or the outcome of your appeal; it will however make sure that XX will have a school place in September should the appeals be unsuccessful.

If you would like any further advice, or would like to discuss this letter further, please do not hesitate to contact the School Admissions Service on 020 7332 1750.

Yours Sincerely

(Other preference offer letters text to be replaced with paragraphs in italics)

School Admission Information Factsheet

Please read this document carefully if:

- your child has not been offered a place at your most preferred school and you are unhappy with the offer you received;
- your child has not been offered a place at any of your preferred schools and you have not received an alternative offer, or if you have received an alternative offer but are unhappy with it;
- you would like more information about why your child was not offered a school place;

- you are considering making an appeal.

Below you will find a list of **Frequently Asked Questions** about the school admissions process.

Q: Why wasn't my child offered a higher preference school which I selected on the application form?

A. Every school has a set number of places they offer children every year, this is known as the published admissions number (PAN). If a school receives more applications than places available, then places are offered in accordance with their published admissions policy.

Unfortunately, other children had a higher priority than your child under each of your higher preference schools. This meant that the higher preference schools were not able to offer your child a school place.

We strongly recommend that you accept the offer your child has received and ask to remain on the waiting list for any higher preference schools, as there is no guarantee that you child will be offered a place at a school you listed as a higher preference on the application form.

Q. How can I get more information about the reason why my child was not offered a school place?

A. To find out more details as to why your child did not get an offer you must contact the admissions authority of each school directly. The admissions authority will either be the local authority in which the school is situated, or the schools governing body. Contact number of admissions authorities are below.

Camden 020 7974 1625	Hackney 020 8820 7000 (option 3)	Hammersmith & Fulham 020 8753 1085
Islington School Admissions 020 7527 5515	Kensington and Chelsea 020 7745 6432 or 020 7745 6433	Tower Hamlets 020 7364 5006
Westminster School Admissions 020 7745 6433	Lambeth Admissions Service 020 7926 9503	Southwark Admissions 020 7525 5337

If you think that your child's application has been unfairly processed, you have the right of appeal.

Q. My child has not been offered a place at my first choice school, what can I do and how can I appeal?

A. Under the School Standards & Framework Act 1998 you have a right of appeal against the refusal of a place at any of the schools for which you have applied. Appeals will be heard by an independent panel that should not include members of the governing body of the school or the local authority.

Q. Can I appeal against more than one school at the same time?

A. Yes, you can appeal against the decision of any of your higher preference schools that have not offered your child a school place.

For example, if you are offered a place at a school listed 4th on your application form, you can make appeal against the decision of a refusal of a place at the first three schools.

If you have not been offered a place at any of the schools listed on your form and you feel that your applications have not be treated fairly you can make an appeal against the decision of a refusal of a place at all schools.

Q. What should I do if I want to appeal?

A. Don't delay, contact the admission authority of each school as soon as possible. The admission authority will let you know the correct procedure and the exact date by which an appeal must be received by them.

Q. Where can I go for independent advice and support through the appeals process?

A. Coram Children's Legal Centre can help you prepare your appeal. They can be contacted on their advice line **0300 330 5485**.

Q. I have been offered a place at an alternative school, if I accept will it stop my appeal?

A. No, accepting the alternative school place will in no way affect your right of appeal or the outcome of the appeal. If you make an appeal and it is successful, your child will be offered a place at that school and the alternative place will be withdrawn. If you accept the alternative offer and your appeal is unsuccessful your child will still have a school place in September.

Q. What happens to applications for schools that were placed lower in my list of preferences?

A. As part of the co-ordinated admissions arrangements once a school has made you an offer any preference lower down on your list are automatically withdrawn.

Q. How would I know if my child has been placed on my preferred school's waiting list?

A. To find out if your child has been automatically placed on a school waiting list you will need to contact the school's admissions authority. If your child has not been placed on the waiting list, you can make a request to the school to be placed on the waiting list.

If your child is on a school's waiting list, they will be ranked according with the school's oversubscription criteria. When places become available, they will be allocated a place accordingly.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A**

Date	Action
01 January 2024	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme.
8 January 2024	Recommended closing date for receipt of the School Admission Application Form
15 January 2024	Statutory deadline for return of application to the Home LA
2 February 2024	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to The Aldgate School/maintaining local authorities
9 February 2024	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
12 February to 16 February 2024	Own admission authority schools and academies will assess their applications according to their admissions criteria
12 February to 16 February 2024	Pan-London data checking exercise of pupil applications exchanged via the PLR
24 February 2024	The Aldgate School to provide the City with an electronic list of their applicants in rank order
28 February 2024	Deadline for admission arrangements to be determined
16 March 2024	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
22 March 2024	Final ALT file to the PLR
25 March to 10 April 2024	Pan-London data checking exercise of pupil offer data
10 April 2024	Deadline for online ALT file to portal
16 April 2024	National Offer Day - Notification Letter sent to parents/carers by Home LA

30 April 2024	Date by which parents accept or decline offers
08 May 2024	Date by which LA will pass on information to schools within the City (or for out-of-borough schools, to the maintaining LA) on accepted or declined places.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 4**

Schools Admissions Address Verification Policy

1) Introduction

- 1.1) The City will only accept applications from applicants who live within the boundaries of the City's Local Authority area.
- 1.2) The City will not accept a temporary address if the applicant possesses another property that is currently used as a home address, nor will the City accept a temporary address used solely or mainly to obtain a school place.
- 1.3) The City will not also accept applications from an applicant where the property listed on the application is classified by Council Tax as a second home.
- 1.4) The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (31 October 2023).
- 1.5) The City may ask new arrivals and those who have a short term tenancy for evidence of the sale or end of tenancy of the previous property as well as details of the current tenancy.
- 1.6) The City will also review the application of any family that decides to move after taking up a school place, up to a year following the closing date.
- 1.7) Only one address can be used for school admission purposes and the final decision will rest with the City of London.
- 1.8) Addresses changed after the closing date may not be considered and will be dealt with on a case by case basis.

2) Late Applications

The City of London will accept late applications only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the City of London area

or is returning from abroad. Other circumstances will be considered and each case decided on its own merits.

3) Address Verification

a) Applicant address verification

All applicants address details will be checked against the City of London's Council Tax Department's records. If applicant details are not found, the City of London will investigate further to determine the address provided (please see section 4a). The application will not be processed unless the details provided are verified.

b) Child addresses and age verification

All applicants must provide a copy of the child benefit letter or other official government documentation such as letter from the NHS or child tax credit document that confirms the child's address and date of birth. The document must not be dated more than one year of the application submission date. If the document does not display the child's date of birth, then an alternative document displaying the date of birth must also be submitted (please see section 4b for a list of other acceptable documents).

c) Split Residency

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to evidence which the residential address is for the purposes of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

It is the parents'/carers' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.

5) Duplicate applications

Only one application can be made per child. If the City of London is aware of another application made to another local authority, that authority will be notified. If the time between both properties is shared, then the applicant must decide which application to withdraw. The applicant must provide evidence of parental responsibility and permanent residence. The City of London will withdraw the application where the parent remains undecided for more than five working days,

If the address cannot be verified by the City of London's Council Tax team, additional documentation will be required as follows:

The applicant must be able to show:

- Three documents from the table below

a) Applicant address verification documents

Mortgage statement	Current Address	Issued in last 12 months of application date
Bank or building society statement	Current Address	Issued in last 3 months of application date
Bank or building society account opening confirmation letter	Current Address	Issued in last 3 months of application date
Credit card statement	Current Address	Issued in last 3 months of application submission date
Financial statement, eg pension or endowment	Current Address	Issued in last 12 months of application submission date
P45 or P60 statement	Current Address	Issued in last 12 months of application submission date
Utility bill	Current Address - not mobile telephone bill	Issued in last 3 months of application submission date
Benefit statement, eg Child Benefit, Pension	Current Address	Issued in last 3 months of application submission date
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	Current Address	Issued in last 12 months of application submission date
Letter from the GP	Current Address	Issued in last 3 months of application submission date

b) Child address and date of verification documents

Child benefit letter	Current Address	Issued in last 12 months of application submission date
Bank or building society statement, such as Child Trust fund etc.) (please also submit proof of date of birth)	Current Address	Issued in last 12 months of application date
Checking your tax credits award notice	Current Address	Issued in last 12 months of application submission date

Letter from the GP	Current Address	Issued in last 12 months of application submission date
Letter from the NHS (please also submit proof of date of birth)	Current Address	Issued in last 12 months of application submission date

If applicants are not able to provide any of the above, other types of documentary evidence must be provided that proves the child resides at the address stated on the application form. The documents should not be older than one year.

5. Unverified Applications

5.1 Investigation

Where the City of London cannot verify an application, further documentation will be required as part an investigation to determine that the information provided on the form is accurate.

Information submitted on the common application will be used by the City of London for the purposes of administering the school transfer process. The City of London has a duty under the Children Act 2004 to work with partners to deliver and improve services to children and young people in the area, and to comply with the Data Protection Act 1998 in respect of the personal information families provide. The City may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

The City can withdraw an application based of non-receipt of documents.

5.2 Formal notification of withdrawal of application

The City of London will write to the applicant about the findings and will provide an opportunity for the applicant to respond.

5.3 Decision & Outcome

If the decision is to withdraw an application or offer, a period of notice will be given to give a final opportunity to address the evidence presented. If an application or school offer is withdrawn, a new application should be submitted. Where the true home address is in another local authority, the City of London will forward the application to that local authority.

If the child has already started the school once the fraudulent application has been identified, consideration maybe given to alternatives to withdrawing the place, such as withdrawing sibling criteria for future siblings.