

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

City of London Corporation Scheme for Co-ordination of Admissions to Reception/Junior in Maintained Schools and Academies in 2020/21

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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 secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“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.

Please see schedule 4 for the address verification policy

LA Scheme for Co-ordination of Admissions to Reception/Junior in 2020/21

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 and able 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 this LA to enable the admission authority in the LA area to apply their published oversubscription criteria.
4. The City will take all reasonable steps to ensure that every City resident parent/carer who has a child in their last year of primary education within a maintained school, either within the City or any other maintaining LA, receives a copy of this City's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in the City, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
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 2014.
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 2014.

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 2014. 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 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 **12 December 2019**.
11. The City 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 **13 November 2019**.
12. 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 **13 November 2019**.

Processing

13. Applicants resident within the City must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2019**.
14. 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 **13 November 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. The City shall, in consultation with the admission authority within its area 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.

16. The City will accept late applications only if they are late for a good reason, deciding each case on its own merits. Please see Schedule 4 for further information.
17. 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.
18. 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 **13 December 2019**.
19. 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 **12 December 2019**, 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.
20. The City will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable in Schedule 3B.
21. 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 have provided a list of applicants in criteria order to the City, the City shall, for each applicant to its 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'.]
22. 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.
23. The City will upload the highest potential offer available to an applicant for its maintained school to the PLR by **3 February 2020** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
24. 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 **14 February 2020** if this is sooner.
25. The City will not make an additional offer between the end of the iterative process and the **2 March 2020** which may impact on an offer being made by another participating LA.

26. Notwithstanding paragraph 25, if an error is identified within the allocation of places at the City's 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.
27. The City will participate in the offer data checking exercise scheduled between **17 and 24 February 2020** in the Pan-London timetable in Schedule 3B.
28. The City will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020**. (33 London LAs & Surrey only).

Offers

29. 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
30. 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.
31. The City's outcome letter will include the information set out in Schedule 2.
32. The City will, on **2 March 2020**, send by first class post notification of the outcome to resident applicants.
33. The City may provide the nursery and primary schools with destination data of its resident applicants by the end of the Summer term **2020**.

Post Offer

34. The City will request that resident applicants accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident within the City accepts or declines a place in a school maintained by another LA by **16 March 2020**, the City will forward the information to the maintaining LA by **23 March 2020**. Where such information is received from applicants after **16 March 2020**, the City will pass it to the maintaining LA as it is received.

36. Where a place becomes available in an oversubscribed maintained school or academy in the City's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
37. The City will inform the home LA, where different, of an offer for a maintained school place 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.
38. 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. (Where this process is not automatic, it will be done immediately following a request from the home LA).
39. 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.
40. 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.
41. Where the City, acting as a home LA, has agreed to request for a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 38 and 39 shall apply to the revised order of preferences.
42. The City will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. The City will accept new applications (including additional preferences) from home LAs for the maintained school in its area.
44. The City is not an admissions authority, thus does not operate a waiting list. The admissions authority within the City operates its own waiting list.

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

**Minimum Content of Common Application Form for Admissions to
Reception in 2020/21**

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
Reception in 2020/21

From: Home LA

Date: **16 April 2020**

Dear Parent,

Application for a Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

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

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **30 April 2020**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

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

Timetable for Admissions to Reception/Junior in 2020/21

Wed 15 Jan 2020	Statutory deadline for receipt of applications
Wed 5 Feb 2020	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 10 Feb 2020	Deadline for the upload of late applications to the PLR.
Wed 12 – Wed 26 Feb 2020	Checking of application data
Fri 20 Mar 2020	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Thur 26 Mar 2020	Final ALT file to PLR
Fri 27 Mar – Thurs 9 Apr 2020	Checking of offer data
Tues 14 Apr 202	Deadline for on-line ALT file to portal
Thurs 16 April 2020	Offer letters posted.
Thurs 30 April 2020	Deadline for receipt of acceptances
Thurs 7 May 2020	Deadline for transfer of acceptances to maintaining LAs

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

Schools Admissions Address Verification Policy

1) Introduction

The City will only accept applications from applicants who live within the boundaries of the City's Local Authority area.

The City will not accept a temporary address if the applicant still possesses a property that was previously used as a home address, nor will the City accept a temporary address used solely or mainly to obtain a school place.

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.

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.

2) Late Applications

The City 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 your details are not found, we will investigate further to determine your address (please see section 4a). Your application will not be processed unless we verify your details.

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 have the child's date of birth on the letter, then the child's birth certificate or medical card 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

4) Definitive date of residence at address provided

We will accept the address at the time of the application closing date. Addresses changed after the closing date may not be considered and will be dealt with on a case by case basis.

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

The applicant must be able to show:

- 3 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 birth certificate/medical card)	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 birth certificate/medical card if not displayed on the letter)	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 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.

This information 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.

Where any investigations are on-going at the offer stage, an offer of a place will be given on a conditional basis.

The City will not withdraw an application based of non-receipt of documents, but will inform the applicant that the application will not be processed further until received.

5.2 Formal notification

Once all information has been gathered the City will write to the applicant about the findings and will provide an opportunity for the applicant to respond to any issues that arise.

5.3 Decision & Outcome

Following receipt of any statement, declaration or further information from the applicant, the City will decide whether the information on the application is genuine or fraudulent.

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 a place is withdrawn a fresh application should be submitted. Where the true home address is in another Local Authority, we will forward your application to that Local Authority.

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