

**Pan London
Co-ordinated Admissions System
Primary to Secondary School
Transition
Academic Year 2020/21**

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

London Borough of Newham scheme for Co-ordination of Admissions to Year 7 in 2020/21

Definitions used in the Pan London 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 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.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Year 7 in 2020/21

Applications

1. LB Newham will advise home Local Authority's of their resident pupils on the roll of this LB Newham maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year (2020/2021).
2. Applications from residents of LB Newham will be made on this Local Authority's Common Application Form (CAF), 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 Local Authority Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this Local Authority to enable the admission authorities in the Local Authority area to apply their published oversubscription criteria. The LB Newham CAF can be accessed online via LB Newham's website or Pan London eAdmissions <https://www.eadmissions.org.uk/eAdmissions/app>
3. LB Newham will take all reasonable steps to ensure that every parent/carer who is resident in Newham and has a child in their last year of primary education within a maintained school or academy, either in this Local Authority or any other maintaining Local Authority, is informed how they can access LB Newham's composite prospectus and apply online. Parents/carers who do not live in Newham will have access to our composite prospectus, which will advise parents/carers to contact their home Local Authority if they are unable to apply online.
4. The admission authorities within Newham will not use supplementary information forms (SIF) except where the information available through the Common Application Form (CAF) is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Newham, the Local Authority will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms (SIF) are used by admission authorities in Newham, they will be available on LB Newham's website. Such forms will advise parents that they must also complete their home Local Authority's Common Application Form (CAF). Newham's composite prospectus and website will indicate which schools in Newham require supplementary forms to be completed and where they can be obtained. <https://www.newham.gov.uk/Pages/Services/Admissions-secdonary-school.aspx>
6. Where an admission authority in Newham receives a supplementary information form, Newham will not consider it to be a valid application unless the parent/carer has also listed the school on their home Local Authority's Common Application Form (CAF), in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or academies within and/or outside the Home Local Authority. Additional

preferences can be added by submitting an enquiry to pupil.services@newham.gov.uk advices on the process will be sent within 3 working days.

8. The order of preference given on the Common Application Form will not be revealed to a school within the area of LB Newham. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements . However, where a parent resident in this Local Authority expresses a preference for schools in the area of another Local Authority, the order of preference for that Local Authority's schools will be revealed to that Local Authority 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 Local Authority's area.
9. LB Newham undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against LB Newham's primary school data and the further investigation of any discrepancy. Where this Local Authority is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining Local Authority, it will advise the maintaining Local Authority no later than **12 December 2019**.
10. LB Newham will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining Local Authority in respect of a preference for a school in its area by **13 November 2019**.
11. LB Newham will advise a maintaining Local Authority of the reason for any application which is made in respect of a child resident in the area of this Local Authority to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining Local Authority by **13 November 2019**.

Processing

12. Applicants resident within LB Newham must return the Common Application Form, which will be available and able to be submitted on-line, to this Local Authority by **31 October 2019**. However, LB Newham will publish information which encourages applicants to submit their application by **18 October 2019 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
13. Application data relating to all preferences for schools in the area of a participating Local Authority, which have been expressed within the terms of LB Newham'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 Local Authority's by the same date.
14. LB Newham's timetable for exchange of application information has been agreed, via consultation with the admission authorities within LB Newham's area as detailed within the framework of the Pan-London timetable in Schedule 3A.

15. LB Newham will not process late applications (those received after the national closing date 31 October 2019 until all on time applicants have been offered/allocated places. Those who have applied by the second Thursday in February 2020 will be offered/allocated a place for national offer day 2 March 2020. In very exceptional circumstances and where supported by the child's primary school or social worker, late applications maybe considered as on time, with each case decided on its own merits.
16. Where such applications contain preferences for schools in other Local Authorities, LB Newham will forward the details to maintaining LAs via the PLR as they are received. LB Newham will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home Local Authority's scheme is **12 December 2019**.
18. Where an applicant moves from one participating home Local Authority to another after submitting an on-time application under the terms of the former home Local Authority's scheme, the new home Local Authority 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.
19. LB Newham will participate in the application data checking exercise scheduled between **13 December 2019 and 2 January 2020** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within LB Newham will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within LB Newham have provided a list of applicants in criteria order to LB Newham, this Local Authority 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. LB Newham will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. LB Newham will upload the highest potential offer available to an applicant for a maintained school or academy in this Local Authority to the PLR by **3 February 2020**. The PLR will transmit the highest potential offer specified by the Maintaining Local Authority to the Home Local Authority.
23. The LAS of LB Newham will eliminate, as a Home Local Authority, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining Local Authorities 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 **13 February 2020** if this is sooner.
24. LB Newham will not make an additional offer between the end of the iterative process and **2 March 2020** which may impact on an offer being made by another participating LA.

25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Newham, this Local Authority will attempt to manually resolve the allocation to correct the error. Where this impacts on another Local Authority (either as a home or maintaining LA) this Local Authority will liaise with that Local Authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another Local Authority is unable to resolve a multiple offer, or if the impact is too far reaching, this Local Authority will accept that the applicant(s) affected might receive a multiple offer.
26. LB Newham will participate in the offer data checking exercise scheduled between **13 and 21 February 2020** in the Pan-London timetable in Schedule 3A.
27. LB Newham 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 Local Authorities & Surrey Local Authority only).

Offers

28. LB Newham will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. The LB Newham will allocate an alternative place at the closest school, within Newham, to the child's home address that has a suitable place available – using the shortest walking route calculated by our local GIS route planner. Where the closest school with a place does not meet the child's gender need the next closest school with a place will be allocated.
29. LB Newham 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 Local Authority or in other participating Local Authorities.
30. LB Newham's outcome letter will include the information set out in Schedule 2.
31. On **2 March 2020**, LB Newham will send by first class post notification of the outcome to resident applicants. Families who have applied online can access their outcome information via <https://www.eadmissions.org.uk/eAdmissions/app> All LB Newham residents who preferences could not be met and an alternative allocation was made will also receive a letter detailing the schools in Newham with places remaining and information on how they can change their allocation to one of these school – dependent on supply and demand.
32. LB Newham will provide primary schools with destination data of its resident applicants by the end of the Summer term 2019.

Post Offer

33. LB Newham will automatically accept places for our resident applicants where the offered/allocated school is within Newham. For schools outside of Newham resident applicants must accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer. Where a resident applicants declines a place in school in Newham they must do so by **16 March 2020**. In all cases where the offered/allocated school is being declined the

resident applicant must advise us of the alternative arrangements they have made for their child's secondary education or why they no longer need a place in London.

34. Where an applicant resident in LB Newham accepts or declines a place in a school within the area of another Local Authority by **16 March 2020**, LB Newham will forward the information to the maintaining Local Authority by **23 March 2020**. Where such information is received from applicants after **16 March 2020**, LB Newham will pass it to the maintaining Local Authority as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in LB Newham's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in the LB Newham area, the admission authority will inform this Local Authority of a potential offer, in order that the offer may be made by the home Local Authority.
37. When acting as a maintaining Local Authority, LB Newham will inform the home Local Authority, where different, of an offer for a maintained school or Academy in LB Newham's area which can be made to an applicant resident in the home Local Authority's area, in order that the home Local Authority can offer the place.
38. When acting as a maintaining Local Authority, LB Newham and the admission authorities within it, will not inform an applicant resident in another Local Authority that a place can be offered.
39. When acting as a home Local Authority, LB Newham will offer a place at a maintained school or Academy in the area of another Local Authority to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home Local Authority, when LB Newham is informed by a maintaining Local Authority of an offer which can be made to an applicant resident in this Local Authority's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining Local Authority that the offer will not be made.
41. When acting as a home Local Authority, when LB Newham has agreed to a change of preference order for good reason, it will inform any maintaining Local Authority affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
42. When acting as a maintaining Local Authority, LB Newham will inform the home Local Authority, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining Local Authority, LB Newham will accept new applications (including additional preferences) from home Local Authority's for maintained schools and academies in its area.
44. Schools within LB Newham open waiting lists on **3 March 2020** the day following national offer day. All waiting list will include all current applications for the named school including late applications. These lists are organised in accordance with

the published oversubscription criteria, not on a first come first served basis. The child of a new applicants will be the waiting list when a place cannot be offered and the school has been ranked higher on the applicants Common Application Form than the school offered. The child will be added in their rightful place based on the oversubscription criteria for the school, not at the bottom of the list. Waiting lists are closed and cleared each term on the last school day of the LB Newham's published term dates. A completed In Year Common Application Form (CAF) will be for any child to be added to the waiting lists for the spring and summer terms in 2020. The waiting lists open on the first school day after the holiday as published in the LB Newham's term dates. Applications received from the 1st day of the month when the lists are closed and cleared will be automatically moved onto the new list, so a new In Year Common Application Form will not be required.

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

Minimum Content of Common Application Form for Admissions to Year 7

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 Year 7

From: LB Newham

Date: 2 March 2020

Dear Parent/Carer,

Application for a Secondary 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.

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

*Please return the reply slip to me by **16 March 2020**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

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

Timetable for Admissions to Year 7 in 2020/21

Fri 18 Oct 2019	Published closing date (Friday before half-term)
Thurs 31 Oct 2019	Statutory deadline for receipt of applications
Wed 13 Nov 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Thurs 12 Dec 2019	Deadline for the upload of late applications to the PLR.
Fri 13 Dec 2019 – Thurs 2 Jan 2020	Checking of application data
Mon 3 Feb 2020	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thurs 13 Feb 2020	Final ALT file to PLR
Fri 14 – Fri 21 Feb 2020	Checking of offer data
Tues 25 Feb 2020	Deadline for on-line ALT file to portal
Mon 2 Mar 2020	Offer letters posted.
Mon 16 Mar 2020	Deadline for return of acceptances
Mon 23 Mar 2020	Deadline for transfer of acceptances to maintaining LAs