

Co-ordinated Admissions Schemes 2019-20

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Co-ordination of Admissions to Year 7 and Reception in 2019/20

Definitions

“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 2019/20

Applications

1. Barnet Council will advise home LAs of their resident pupils on the roll of Barnet Council's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from Barnet residents will be made on this LA'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 LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Barnet Council to enable the admission authorities in Barnet to apply their published oversubscription criteria.
3. Barnet Council will take all reasonable steps to ensure that every parent/carers who is resident in Barnet and has a child in their last year of primary education within a maintained school or academy, either in Barnet or any other maintaining LA, is informed how they can access Barnet Council's composite prospectus and apply online. Parents/carers who do not live in Barnet will have access to Barnet Council's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Barnet 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 authorities within Barnet, Barnet Council 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 are used by admission authorities in Barnet, they will be available on Barnet Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Barnet Council's composite prospectus and website will indicate which schools in Barnet require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Barnet receives a supplementary information form, Barnet Council 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.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within Barnet. 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 Barnet 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.
9. Barnet Council 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 Barnet Council's primary school data and the further investigation of any discrepancy. Where Barnet Council 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 2018**.

10. Barnet Council 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 LA in respect of a preference for a school in its area by **13 November 2018**.
11. Barnet Council will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Barnet to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **13 November 2018**.

Processing

12. Applicants resident within Barnet must return the Common Application Form, which will be available and able to be submitted on-line, to Barnet Council by **31 October 2018**. However, Barnet Council will publish information which encourages applicants to submit their application by **19 October 2018 (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 LA, which have been expressed within the terms of Barnet Council's scheme, will be uploaded to the PLR by **13 November 2018**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Barnet Council will accept late applications only if they are late for a good reason, deciding each case on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
15. Where such applications contain preferences for schools in other LAs, Barnet Council will forward the details to maintaining LAs via the PLR as they are received. Barnet Council 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 **12 December 2018**.
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 **12 December 2018**, on the basis that an on-time application already exists within the Pan-London system.
18. Barnet Council will participate in the application data checking exercise scheduled between **13 December 2018 and 2 January 2019** in the Pan-London timetable in Schedule 3A.
19. All preferences for schools within Barnet 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 Barnet have provided a list of applicants in criteria order to Barnet Council, Barnet Council shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. Barnet Council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Barnet Council will upload the highest potential offer available to an applicant for a maintained school or academy in Barnet to the PLR by **1 February 2019**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Barnet Council 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 2019** if this is sooner.

23. Barnet Council will not make an additional offer between the end of the iterative process and **1 March 2019** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Barnet, Barnet Council will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barnet Council 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, Barnet Council will accept that the applicant(s) affected might receive a multiple offer.
25. Barnet Council will participate in the offer data checking exercise scheduled between **15 and 22 February 2019** in the Pan-London timetable in Schedule 3A.
26. Barnet Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2019**. (33 London LAs & Surrey LA only).

Offers

27. Barnet Council 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. Allocation will normally be to the nearest school with an available place.
28. Barnet Council 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.

29. Barnet Council's outcome notification will include the information set out in Schedule 2.
30. On **1 March 2019**, Barnet Council will notify the outcome to resident applicants.
31. Barnet Council will provide primary schools with destination data of its resident applicants by the end of the Summer term 2018.

Post Offer

32. Barnet Council will request that resident applicants accept or decline the offer of a place by **15 March 2019**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Barnet accepts or declines a place in a school within the area of another LA by **15 March 2019**, Barnet Council will forward the information to the maintaining LA by **22 March 2019**. Where such information is received from applicants after **15 March 2019**, Barnet Council will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Barnet, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. Where a waiting list is maintained by an admission authority of a maintained school or academy in Barnet, the admission authority will inform Barnet Council of a potential offer, in order that the offer may be made by the home LA.
36. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of an offer for a maintained school or Academy in Barnet which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.

37. When acting as a maintaining LA, Barnet Council and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Barnet Council 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.
39. When acting as a home LA, when Barnet Council is informed by a maintaining LA of an offer which can be made to an applicant resident in Barnet 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.
40. When acting as a home LA, when Barnet Council has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Barnet Council will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
43. Applicant's names will automatically be included on waiting lists for Barnet schools which have been named as a higher preference than the one offered, unless otherwise stated in the outcome notification. For example, if a child has been offered their third preference school, they will be included on the waiting list for their first and second preference schools. Applicants' names will not be included on waiting lists for schools which were a lower preference than the one offered. Where vacancies arise after 2 March at foundation schools, voluntary aided schools and academies, the governing

body will decide who is offered a place and will notify the LA who will make all further offers on their behalf or notify the relevant home LA as appropriate. For all schools, places will be offered in accordance with the oversubscription criteria.

44. Late applicants will be included on waiting lists along with unsuccessful applications received before the closing date, ranked in order of priority under the school's published admission criteria
45. Waiting lists will be held until the end of July 2020. After this date, waiting lists will be disbanded and parents will need to apply for in-year admission by submitting an application on Barnet Council's Parent Portal.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Reception/Junior in 2019/20

Applications

1. Applications from Barnet residents will be made on Barnet Council'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 LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Barnet Council to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Barnet Council will take all reasonable steps to ensure that every parent/carer who is resident in Barnet and has a child in a nursery class within a maintained school or academy, either in Barnet or any other maintaining LA, is informed how they can access Barnet Council's composite prospectus and apply online. Parents/carers who do not live in Barnet will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Barnet 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 authorities within Barnet, Barnet Council 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.
4. Where supplementary information forms are used by admission authorities in Barnet, they will be available on Barnet Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Barnet Council's composite

prospectus and website will indicate which schools in Barnet require supplementary forms to be completed and where they can be obtained.

5. Where a school in Barnet receives a supplementary information form, Barnet Council will not consider it to be a valid application unless the parent/carers 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.
6. *Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA. [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
7. The order of preference given on the Common Application Form will not be revealed to a school within Barnet to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Barnet 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. Barnet Council undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Barnet Council's maintained nursery and primary school data and the further investigation of any discrepancy. Where Barnet Council 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 **11 February 2019**.
9. Barnet Council 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 LA in respect of a preference for a school in its area by **5 February 2019**.

10. Barnet Council will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Barnet to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2019**.

Processing

11. Applicants resident within Barnet must return the Common Application Form, which will be available and able to be submitted on-line, to Barnet Council by **15 January 2019**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Barnet Council's scheme, will be up-loaded to the PLR by **5 February 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Barnet Council will accept late applications only if they are late for a good reason, deciding each case on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
14. Where such applications contain preferences for schools in other LAs, Barnet Council will forward the details to maintaining LAs via the PLR as they are received. Barnet Council will accept late applications which are considered to be on time within the terms of the home LA's scheme.
15. 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 **11 February 2019**.
16. *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 **11 February 2019**, on the basis that an on-time application already exists within the Pan-London system.

17. Barnet Council will participate in the application data checking exercise scheduled between **12 and 26 February 2019** in the Pan-London timetable in Schedule 3B.
18. All preferences for schools within Barnet 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 Barnet Council have provided a list of applicants in criteria order to Barnet Council, Barnet Council 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'.]
19. Barnet Council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
20. Barnet Council will upload the highest potential offer available to an applicant for a maintained school or academy in Barnet to the PLR by **21 March 2019**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. The LAS of Barnet Council 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 **28 March 2019** if this is sooner.
22. Barnet Council will not make an additional offer between the end of the iterative process and the **16 April 2019** which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Barnet, Barnet Council will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or

maintaining LA) Barnet Council 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, Barnet Council will accept that the applicant(s) affected might receive a multiple offer.

24. Barnet Council will participate in the offer data checking exercise scheduled between **29 March and 10 April 2019** in the Pan-London timetable in Schedule 3B.
25. Barnet Council will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2019**. (33 London LAs & Surrey LA only).

Offers

26. Barnet Council 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 Schools Admissions Code 2014. Allocation will normally be to the nearest community school with an available place. With the governors' agreement, it may also be possible to allocate places at the foundation and voluntary aided schools and academies.
27. Barnet Council 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.
28. Barnet Council's outcome notification will include the information set out in Schedule 2.
29. Barnet Council will, on **16 April 2019**, notify the outcome to resident applicants.
30. Barnet Council will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2019.

Post Offer

31. Barnet Council will request that resident applicants accept or decline the offer of a place by **30 April 2019**, or within two weeks of the date of any subsequent offer.
32. Where an applicant resident in Barnet accepts or declines a place in a school maintained by another LA by 30 April 2019, Barnet Council will forward the information to the maintaining LA by 7 May 2019. Where such information is received from applicants after **30 April 2019**, Barnet Council will pass it to the maintaining LA as it is received.
33. Where a place becomes available in an oversubscribed maintained school or academy in Barnet, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
34. Where a waiting list is maintained by an admission authority of a maintained school or academy in Barnet, the admission authority will inform Barnet Council of a potential offer, in order that the offer may be made by the home LA.
35. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of an offer for a maintained school or Academy in Barnet which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Barnet Council and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Barnet Council 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.
38. When acting as a home LA, when Barnet Council is informed by a maintaining LA of an offer which can be made to an applicant resident in Barnet 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.

39. When acting as a home LA, when Barnet Council has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Barnet Council will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. Applicants' names will automatically be included on waiting lists for community schools which have been named as a higher preference than the one offered. For example, if a child has been offered their third preference school, they will be included on the waiting list for their first and second preference schools. Applicants' names will not normally be included on waiting lists for schools which were a lower preference than the one offered. Where vacancies arise after 16 April at foundation and voluntary aided schools the governing body will decide who is offered a place. For all schools, places will be offered in accordance with the oversubscription criteria.
43. Late applicants will be included on waiting lists along with unsuccessful applications received before the closing date, ranked in order of priority under the school's published admission criteria
44. Waiting lists will be held until the end of July 2020. After this date, waiting lists will be disbanded and parents will need to apply for in-year admission by submitting an application on Barnet Council's Parent Portal

In-Year Admissions

45. In-Year admissions i.e. the admission of children after the normal age of admission to a school, will be administered in accordance with the agreed In-Year Admissions scheme and the Pan London Protocols. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the school/academy.

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

**Minimum Content of Common Application Form for Admissions to Year 7 and
Reception in 2019/20**

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

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2019/20

From: Home LA

Date: **1 March 2019 (sec)**
16 April 2019 (prim)

Dear Parent/Carer,

Application for a Secondary / 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 **15 March 2019 (sec)** / **30 April 2019 (prim)**. 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 3A

Timetable for Admissions to Year 7 in 2019/20

Fri 19 Oct 2018	Published closing date (Friday before half-term)
Wed 31 Oct 2018	Statutory deadline for receipt of applications
Tues 13 Nov 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Wed 12 Dec 2018	Deadline for the upload of late applications to the PLR.
Thurs 13 Dec 2018 – Wed 2 Jan 2019	Checking of application data
Fri 1 Feb 2019	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thu 14 Feb 2019	Final ALT file to PLR
Fri 15 – Fri 22 Feb 2019	Checking of offer data
Mon 25 Feb 2019	Deadline for on-line ALT file to portal
Fri 1 Mar 2019	Offer letters posted.
Fri 15 Mar 2019	Deadline for return of acceptances
Fri 22 Mar 2019	Deadline for transfer of acceptances to maintaining LAs

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

Timetable for Admissions to Reception/Junior in 2019/20

Tues 15 Jan 2019	Statutory deadline for receipt of applications
Tues 5 Feb 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 11 Feb 2019	Deadline for the upload of late applications to the PLR.
Tues 12 – Tues 26 Feb 2019	Checking of application data
Thur 21 Mar 2019	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Thur 28 Mar 2019	Final ALT file to PLR
Fri 29 Mar - Wed 10 Apr 2019	Checking of offer data
Thurs 11 Apr 2019	Deadline for on-line ALT file to portal
Tues 16 April 2019	Offer letters posted.
Tues 30 April 2019	Deadline for receipt of acceptances
Tues 7 May 2019	Deadline for transfer of acceptances to maintaining LAs