

Co-ordinated Admission Schemes

2014/15

April 2013

**London Borough of Barnet
Co-ordinated Admission Schemes
for
2014/2015**

Part A

**Pan-London Schemes
for
Co-ordination of Year 7 & Reception Class Admissions 2014/15
and
Protocol for the Co-ordination of Junior School Admissions
2014/15**

PAN-LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Schemes for Co-ordination of Admissions to Year 7 & Reception in 2014/15

Definitions

“the Application Year”	the academic year in which the parent makes an application ie. in relation to the academic year of entry, the 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 make their applications, 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, the rankings are used to determine the single offer by selecting the school ranked the 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 to which an applicant/parent/carer has applied
“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
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers 1st 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 each LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome.
“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 primary and secondary schools and academies.

PAN-LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Year 7 in 2014/15

Applications

1. Barnet Local Authority (LA) will advise home Local Authorities (LAs) of their resident pupils on the roll of Barnet's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Barnet residents should apply for a school place online at www.eadmissions.org.uk or alternatively complete a paper Common Application Form (CAF) available from the School Admissions Team. Application forms will include all the fields and information specified in Schedule 1 to this Template LA Scheme and will be supplemented by any additional fields and information where deemed necessary by Barnet LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Barnet LA will take all reasonable steps to ensure that every parent/carer who is resident in Barnet and has a child in their last year of primary education within a maintained school, either in Barnet or any other maintaining LA, has access to a copy of Barnet's guide to secondary education, including details of how to apply online and how to obtain a paper application form. The guide will also be available to parents/carers who do not live in Barnet, and will include information on how they can access their home LA's application process.
4. The admission authorities within Barnet will not use supplementary information forms (SIFs) except where the information available through the LA's application form is insufficient for consideration of the application against the published oversubscription criteria. Where SIFs are used by the admissions authorities within Barnet, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria.

5. Where SIFs are used, they will be available on Barnet's website. Such forms will advise parents they must also complete their home LA's application form. Barnet's secondary education guide and website will indicate which schools in the borough require SIFs to be completed and where they can be obtained.
6. Where a school in Barnet receives a SIF, it will not be regarded as a valid application unless the parent has also listed the school on their home LA's application form.
7. Barnet LA will share the details of each applicant for a Barnet maintained school or academy. Schools requiring a SIF will check that each parent has completed one. If one has not been received the school contact the parent and ask them to complete one. The school will also check that each parent who has completed a SIF has also completed their home LA's application form and inform Barnet LA of any parent who has not completed one.
8. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside Barnet.
9. The order of preference given on the application form will not be revealed to a school. However, where a parent resident in Barnet expresses a preference for schools in the area of another LA, the order of preference will be revealed to that LA in order that to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
10. Barnet LA 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's primary school data and the further investigation of any discrepancy. Where Barnet LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it must advise the maintaining LA no later than **13 December 2013**.
11. Barnet LA will confirm the status of any resident child for whom it receives an application stating that s/he is a 'Looked After Child', or has been

recently adopted, and will provide evidence to the maintaining LA in respect of a preference for a school not in its area by **14 November 2013**.

12. Barnet LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort and will forward any supporting documentation to the maintaining LA by **14 November 2013**.

Processing

13. Applicants resident within Barnet must submit an online application or return a paper CAF to Barnet LA by **31 October 2013**. However, Barnet LA encourages applicants to submit their application by **25 October 2013** (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 shared with other local authorities.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Barnet LA's scheme, will be up-loaded to the PLR by **14 November 2013**. Supplementary information provided with the application will be sent to maintaining LAs by the same date.
15. The timetable for the exchange of application and offer information between the LA and schools within Barnet is outlined in Schedule 2a below.
16. Any application forms, changes to preferences of preference order received after **31 October 2013** will be treated as late. This means that such applications will be considered after applicants who applied on time.
17. Barnet LA will accept late applications and process them as on-time if they are late for a good reason, deciding each case upon its own merits.
18. Where such applications contain preferences for schools in other LAs, Barnet LA will forward the details to maintaining LAs via the PLR as they are received. Barnet LA will accept late applications which are considered to be on-time within the terms of the home LA's scheme.

19. The latest date for the upload of late applications which are considered to be on-time within the terms of the home LA's scheme to the PLR is **13 December 2013**.
20. 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 **13 December 2013**, on the basis that an on-time application already exists within the Pan-London system.
21. Application data relating to Barnet schools from out-borough applicants will be received from the PLR on **14 November 2013**.
22. Barnet LA will provide each school in Barnet with details of every preference that has been made for the school by **21 November 2013** on the Schools Admissions Module (SAM)
23. Barnet LA will participate in the application data checking exercise scheduled between **16 December 2013** and **2 January 2014** in the Pan-London timetable in Schedule 2a.
24. All preferences for schools within Barnet will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Barnet have provided a list of applicants in criteria order to Barnet LA, Barnet LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. (This is the 'Equal Preference System').
25. Admission authority schools must provide the LA with a list of applicants in ranked order on SAM by **15 January 2014**
26. Barnet LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its Local Admissions System (LAS) before uploading data to the PLR.
27. Barnet LA will upload the highest potential offer available to an applicant for a maintained school or academy in Barnet to the PLR by **3 February 2014**.

The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.

28. Barnet'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 an iterative timetable published in the Business User Guide), which will continue until a steady state is achieved, or until **14 February 2014** if this is sooner.
29. Barnet LA will not make an additional offer between the end of the iterative process and **3 March 2014** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at one of Barnet's schools, Barnet LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barnet LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Barnet LA will accept that the applicant(s) affected might receive a multiple offer.
31. Barnet LA will participate in the offer data checking exercise scheduled between **17 and 26 February 2014** in the Pan-London timetable in Schedule 2a.
32. Barnet LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2014**. (33 London LAs & Surrey only).

Offers

33. Barnet LA will ensure, so far as is reasonably practicable, that each resident applicant who cannot be offered a preference expressed on the CAF is offered a place at an alternative school taking into account the location and number of places available at undersubscribed schools. 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. Parents who have still not received an offer at any school will be provided with information about all schools with vacancies and guidance will be given about the waiting list procedures for schools.

34. Barnet LA will inform all applicants within their areas 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.
35. On **3 March 2014**, Barnet LA will send by first class post notification of the outcome to resident applicants.
36. Parents will be advised of their right of appeal for preference schools where no offer has been made.
37. Barnet LA will provide primary schools with destination data of its resident applicants by the end of the Summer term **2014**.

Post Offer

38. Barnet LA will request that resident parents accept or decline the offer of a place by **17 March 2014**, or within two weeks of the date of any subsequent offer.
39. Where an applicant resident in Barnet accepts or declines a place in a school maintained by another LA by **17 March 2014**, Barnet LA will forward the information to the maintaining LA by **24 March 2014**. Where such information is received from parents after **17 March**, Barnet LA will pass it to the maintaining LA as it is received.
40. 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 2012*
41. When acting as a maintaining LA, Barnet will inform the home LA, where different, of an offer for a maintained school or Academy in Barnet can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place

42. When acting as a maintaining LA, Barnet LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
43. When acting as a home LA, Barnet 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 CAF than any school already offered.
44. When acting as a home LA, when Barnet is informed by a maintaining LA of an offer which can be made to an applicant resident in Barnet's area which is ranked lower on the CAF than any school already offered, it will inform the maintaining LA that the offer will not be made.
45. When acting as a home LA, when Barnet LA 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.
46. When acting as a home LA, Barnet will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. When acting as a maintaining LA, Barnet will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
48. Applicants' 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 letter . 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 **3 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.

49. 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.
50. Applications received after **1 September 2014** will be treated as in-year admissions.
51. Parents of children with a **statement of special educational needs** will also be asked to express their preference for secondary schools in a separate but parallel process. The preferred school(s) will be consulted individually about their ability to meet the child's particular needs and, following these negotiations, the school that will be named on the child's statement will be identified. When making decisions about the school to be named, the LA must ensure provision that is compatible with the efficient education of the other children with whom the child with special educational needs would be educated. However, all reasonable steps that the school and the LA could take to prevent incompatibility will be considered before a decision is taken not to name a preferred school on a statement of special educational needs.

PAN-LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Reception in 2014/15

Applications

1. Barnet residents should apply for a school place online at www.eadmissions.org.uk or alternatively complete a paper Common Application Form (CAF) available from the School Admissions Team. Application forms will include all the fields and information specified in Schedule 1 to this Template LA Scheme and will be supplemented by any additional fields and information where deemed necessary by Barnet LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Barnet LA will take all reasonable steps to ensure that every parent/carer who is resident in Barnet and has a child in a maintained nursery or a nursery class within a maintained school, either in Barnet or any other maintaining LA, has access to a copy of Barnet's guide to primary education, including details of how to apply online and how to obtain a paper application form. The guide will also be available to parents/carers who do not live in Barnet, and will include information on how they can access their home LA's application process.
3. The admission authorities within Barnet will not use supplementary information forms (SIFs) except where the information available through the LS's application form is insufficient for consideration of the application against the published oversubscription criteria. Where SIFs are used by the admissions authorities within Barnet, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria.
4. Where SIFs are used, they will be available on Barnet's website. Such forms will advise parents that they must also complete their home LA's application form. Barnet primary education guide and website will indicate which schools in Barnet require SIFs to be completed and where they can be obtained.

5. Where a school in Barnet receives a SIF, Barnet LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's application form
6. Barnet will share the details of each applicant for a Barnet maintained school or academy. Schools requiring a SIF will check that each parent has completed one. If one has not been received the school will contact the parent and ask them to complete one. The school will also check that each parent who has completed a SIF has also completed their home LA's application form and inform Barnet LA of any parent who has not completed one.
7. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside Barnet.
8. The order of preference given on the CAF will not be revealed to a school. 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 to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
9. Barnet LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against Barnet's maintained nursery and primary school data and the further investigation of any discrepancy. In addition Barnet LA will request documentary evidence of the child's address. Where Barnet LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **14 February 2014**.
10. Barnet LA will confirm the status of any resident child for whom it receives a CAF stating s/he is a child in the care of a local authority and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2014**.

11. Barnet LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2014**.

Processing

12. Applicants resident within Barnet must submit an online application or return a paper CAF to Barnet LA by **15 January 2014**.
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 LA's scheme, will be up-loaded to the PLR by **3 February 2014**. Supplementary information provided with the application will be sent to maintaining LAs by the same date
14. The timetable for the exchange of application and offer information between the LA and schools within Barnet is outlined in Schedule 2b below.
15. Any application forms, changes to preferences of preference order received after **15 January 2014** will be treated as late. This means that such applications will be considered after applicants who applied on time.
16. Barnet LA will accept late applications and process them as on-time if they are late for a good reason, deciding each case upon its own merits.
17. Where such applications contain preferences for schools in other LAs, Barnet LA will forward the details to maintaining LAs via the PLR as they are received. Barnet LA 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 **14 February 2014**.
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 **14 February 2014**, on the basis that an on-time application already exists within the Pan-London system.

20. Barnet LA will participate in the application data checking exercise scheduled between **17 and 24 February 2014** in the Pan-London timetable in Schedule 2b.
21. All preferences for schools within Barnet will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Barnet have provided a list of applicants in criteria order to Barnet LA, Barnet LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. (This is the 'Equal Preference System').
22. Barnet LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
23. Barnet LA will upload the highest potential offer available to an applicant for a maintained school or academy in Barnet to the PLR by **17 March 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
24. Barnet'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 **21 March 2014** if this is sooner.
25. Barnet LA will not make an additional offer between the end of the iterative process and the **16 April 2014** which may impact on an offer being made by another participating LA.
26. Notwithstanding paragraph 26, if an error is identified within the allocation of places at one of Barnet's schools, Barnet LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barnet LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact

is too far reaching, Barnet LA will accept that the applicant(s) affected might receive a multiple offer.

27. Barnet LA will participate in the offer data checking exercise scheduled between **24 March and 10 April 2014** in the Pan-London timetable in Schedule 2b.
28. Barnet LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **11 March 2014**. (33 London LAs & Surrey only).

Offers

29. Barnet LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the CAF, is offered a place at an alternative school. 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.
30. Barnet LA 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 Barnet or in other participating LAs.
31. On **16 April 2014**, Barnet LA will send by first class post notification of the outcome to resident applicants.
32. .Parents will be advised of their right of appeal for preference schools where no offer has been made
33. Barnet LA will provide nursery and primary schools with the destination of its resident applicants by the end of the summer term **2014**.

Post Offer

34. Barnet LA will request that resident applicants accept or decline the offer of a place by **30 April 2014**, or within two weeks of the date of any subsequent offer.

35. Where an applicant resident in Barnet accepts or declines a place in a school maintained by another LA by **30 April 2014**, Barnet LA will forward the information to the maintaining LA by **14 May 2014**. Where such information is received from applicants after **30 April**, Barnet LA 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 Barnet, it will be offered from a waiting list ordered in accordance with *paragraph 2.14 of the School Admissions Code 2012*
37. When acting as a maintaining LA, Barnet will inform the home LA, where different, of an offer for a maintained school in Barnet'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, Barnet, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Barnet 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 CAF than any school already offered.
40. When acting as a home LA, when Barnet 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 CAF than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when Barnet 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.
42. When acting as a maintaining LA, Barnet LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

43. When acting as a maintaining LA, Barnet LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.
44. 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 **17 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.
45. 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.
46. Applications received after **1 September 2013** will be treated as in-year admissions.
47. Parents of children with a **statement of special educational needs** will also be asked to express their preference for primary schools in a separate but parallel process. The preferred school(s) will be consulted individually about their ability to meet the child's particular needs and, following these negotiations, the school that will be named on the child's statement will be identified. When making decisions about the school to be named, the LA must ensure provision that is compatible with the efficient education of the other children with whom the child with special educational needs would be educated. However, all reasonable steps that the school and the LA could take to prevent incompatibility will be considered before a decision is taken not to name a preferred school on a statement of special educational needs.

PAN-LONDON CO-ORDINATED ADMISSIONS SYSTEM

Protocol for co-ordination of Junior School (Year 3) Admissions in 2014/15

Applications

Applications from Barnet residents will be made on Barnet LA's Common Application Form (CAF) for admission to Year 3 in a Junior School. The form will be available from this LA and will also be downloadable from this Barnet LA's website.

The application will follow sections 1-11 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2014/15.

Processing

Applicants resident within Barnet must return the CAF to Barnet LA by

15 January 2014.

Barnet LA will pass details of any preference for a school in the area of another LA to the maintaining LA using the Pan London Secure Document Exchange by **1 February 2013**. Supplementary information provided with the Common Application Form will be sent to the maintaining LA by the same date.

The latest date for sending a late application which is deemed to be on-time within the terms of this LA's scheme is **14 February 2014**.

Barnet LA will inform the home LA of the highest potential offer available to an applicant for a Junior school in Barnet no later than **17 March 2014**. (*LAs with Junior schools only*).

Barnet LA, as a Home LA, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information by **17 March 2014**.

The processing of the application will follow sections 12, 15, 17 and 19 of the Pan London Template LA scheme for co-ordination of Admissions to Reception in 2014/15.

Offers

Barnet LA will, on **16 April 2014**, send by first class post notification of the outcome to resident applicants. (Where this LA's date differs from the Pan London date for despatch of reception outcome letters, Barnet LA will agree an alternative date with the maintaining LA).

The offer of places will follow sections 27-29 and 31 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2014/15.

Post Offer

The post offer process will follow sections 32-41 of the Pan London Template scheme for co-ordination of Admissions to Reception in 2014/15.

Schedule 1

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Minimum Content of Barnet LA's Common Application Form for Admissions to Year 7 and Reception 2014/15.

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)

Name and DFE number 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 applicant have a statement of SEN? Y/N
Is the applicant a 'looked after' child? Y/N
Is the applicant a formerly 'looked after' child but now adopted or the subject of a 'Residence 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

Schedule 2a

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Timetable for the Admissions to Year 7 in September 2014

25 October 2013	Published closing date (Friday before half-term)
31 October 2013	Statutory deadline for receipt of applications
14 November 2014	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
13 December 2013	Deadline for the upload of late applications to the PLR.
16 December 2013 – 2 January 2014	Checking of application data
3 February 2014	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
14 February 2014	Final ALT file to PLR
17 - 26 February 2014	Checking of offer data
27 February 2014	Deadline for on-line ALT file to portal
3 March 2014	Offer letters posted
17 March 2014	Deadline for return of acceptances
23 March 2014	Deadline for transfer of acceptances to maintaining LAs

PLR

ADT file

ALT file

Pan London Register

Admissions (Application) Data Transfer file

Admissions (Offer) LA Transfer file

Schedule 2b

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Reception in 2014/15

15 January 2014	Statutory deadline for receipt of applications
3 February 2014	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
14 February 2014	Deadline for the upload of late applications to the PLR.
17 February - 24 February 2014	Checking of application data
17 March 2014	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
21 March 2014	Final ALT file to PLR
24 March – 10 April 2014	Checking of offer data
11 April 2014	Deadline for on-line ALT file to portal
16 April 2014	Offer letters posted.
30 April 2014	Deadline for receipt of acceptances
14 May 2014	Deadline for transfer of acceptances to maintaining LAs

PLR	Pan London Register
ADT file	Admissions (Application) Data Transfer file
ALT file	Admissions (Offer) LA Transfer file

**London Borough of Barnet
Co-ordinated Admission Schemes
Arrangements
for 2014/15**

Part B

**Co-ordination of In-Year Admissions
2014/2015**

**Pan-London Protocol
and
London Borough of Barnet Local Scheme**

Co-ordination of In-Year Admissions 2014/15

Barnet will continue to co-ordinate the in-year admissions process for Barnet schools and exchange information with other London local authorities in accordance with the agreed Protocol.

PAN-London Protocol

A revised PAN-London protocol for the exchange of in-year application data has been drawn up. The protocol sets out the proposed process and aims to ensure that this is carried out in a timely manner.

Introduction

1. The School Admissions Code 2012 (the Code) removes the requirement on the LA to co-ordinate in-year admissions from September 2013.
2. The Code provides for a minimum requirement that admission authority schools must, on receipt of an application, notify the LA of both the application and its outcome.
3. LIAAG has recommended, as a minimum, that all London LAs should require a preference for any maintained school or academy in their area to be made to the LA on a single application form. This maintains the safeguarding benefits of co-ordinating the application stage of the process whilst permitting admission authority schools who wish, to issue the outcome direct to the applicant and to inform the LA accordingly.
4. ALDCS has supported this overall recommendation, although each LA's scheme is subject to agreement with the admission authority schools in its area.
5. Following a survey of London LAs, LIAAG has agreed that a protocol should be put in place setting out agreed expectations of data exchange between London LAs. It is expected that all London LAs will participate in the protocol to ensure that it is effective.

Purpose of the Protocol

6. To enable London LAs to better fulfil their statutory responsibilities to resident pupils not in school.

7. To secure a common approach across all London LAs for the exchange of in year application and outcome data.
8. To streamline those exchanges of information which are an essential element of the in-year admission process and ensure they are carried out in a timely manner.
9. To maintain the benefits achieved over the past three years by the requirement to co-ordinate in year admissions, and reduce the disadvantages inherent in the devolved process set out in the Code.

Expectations of Local Arrangements

10. All LAs will ensure that their local arrangements meet the requirements of the Code and this protocol.
11. All LAs will have robust local arrangements to refer and place eligible resident children through their Fair Access Protocols. This will include those with challenging behaviour who are refused a place by an admission authority which has places available, as required under 3.12 of the Code.
12. All LAs will have an agreed process with admission authority schools in their area for the exchange of information in respect of all applications made for schools in that LA area.
13. All LAs will have an agreed process with admission authority schools in their area which allow them to keep up to date figures on the availability of places in their area.
14. All LAs will provide a copy of their local scheme which will be made available for other London LAs to view securely online. (This will enable LAs with similar approaches to share experiences in operating their schemes).

Exchange of Application and Outcome information

15. All LAs will exchange application and outcome information once the outcome of the application is known and only where:
 - i) an offer of a place is made and accepted by the parent
 - ii) a parent of a child not in education declines an offer of a place

- iii) a parent of a child not in education is unsuccessful with their application
- 16. Data should be exchanged within 10 working days of the outcome being issued by an LA or, in the case of the outcome being issued by an admission authority school, within 10 working days of the LA receiving that outcome.
- 17. The Pan-London Document Exchange should be used to exchange relevant information between LAs.
- 18. There is no required format for the exchange of data, but the following fields must be included as a minimum requirement:
 - a) Child name
 - b) Date of birth
 - c) Gender
 - d) Address
 - e) Current school
 - f) Previous school (if known)
 - g) Preference school(s)
 - h) Outcome(s)
 - i) Parent/Carer name
 - j) Parent/Carer contact telephone and email
 - k) Parent/Carer address if different from child

Exchange of Additional Information

- 19. Where a Maintaining LA seeks background information as part of their application process, this will be shared with the Home LA if the child is not in school and has been unsuccessful in the application(s) made.
- 20. Where a Maintaining LA is aware of a managed move arrangement for a child resident in another LA, this will be shared with the Home LA.

21. Where a Maintaining LA receives any other information which it considers relevant to the provision of education or the safeguarding of the child, this will be shared with the Home LA.

Post Offer/Outcome

22. Where a Maintaining LA is made aware of an accepted offer, the information will be shared with the Home LA.
23. Where a Maintaining LA receives the outcome of an appeal for a school in its area, this will be shared with the Home LA.
24. Where a Maintaining LA is made aware that following an offer made by the LA or an admission authority in its area, the child is not admitted or does not take up the place, this will be shared with the Home LA.

Vacancy Information

25. LAs are not expected to exchange vacancy information in their area on a regular basis, but will respond to individual request from a parent resident in another LA (or from the home LA on the parent's behalf) in accordance with paragraph 2.21 of the Code.

London Borough of Barnet Local Scheme

1. Parents of pupils wishing to apply to Barnet schools will complete a Barnet Common Application Form (CAF) on which they may name up to **three** schools and rank them in order of preference.
2. All preferences will be processed as if they were equally preferred and the ranking will be considered only if more than one offer is possible.
3. Some admission authority schools may require applicants to complete a supplementary information form (SIF) to obtain additional information in order to apply their oversubscription criteria. SIFs will be available from the LA as well as the school. Completed SIFs will be returned to the individual school.

4. Where the parent completes the SIF but fails to complete the CAF, this will not constitute a valid application.
5. The LA will determine whether or not the preference school(s) has a vacancy by referring to the data on the Schools Admissions Module (SAM).
6. All offers of places at Barnet schools will be sent out by the LA on behalf of schools.
7. Where the highest preference school with a vacancy is a community school, the LA will inform the parent that a place is available. The school will obtain details of the applicant from SAM and make arrangements for the child's admission.
8. Where the highest preference school with a vacancy is an admission authority school, the governing body will decide whether or not a place can be offered and advise the LA of the outcome as soon as possible and **within 10 school days**
9. The school **must** update SAM with the on-roll date, **within 5 school days** of placing the child on roll.
10. The deadline for parents to accept or decline an offer will be 2 weeks from the date of the offer letter.
11. A parent who has requested a place at a higher preference school(s) with no vacancy will be advised of the right of appeal.
12. If a place is not available at any preference school, the LA will inform the parent that a place has been allocated at the nearest school with a vacancy and will send details to the school to arrange admission.

Passing Preference Data to Admission Authority Schools

13. All preference information will be made available for schools using SAM.

Vacancy Data

14. In order for the LA to co-ordinate the process across all Barnet maintained schools, it will be essential that vacancy data is kept up-to-date on SAM at all times.

Waiting Lists

15. The LA will maintain the waiting lists for every year group for all Barnet maintained primary and secondary schools, and these will be ordered in accordance with the published admission criteria.
16. Waiting lists will be cleared on 31 July each year and parents wishing to retain their child on a waiting list(s) will need to reapply. New waiting lists will be drawn up each September.
17. The opportunity will be taken to discourage the practice of children changing schools without good reason.
18. The governing bodies of admission authority schools will rank waiting lists in accordance with their published oversubscription criteria and schools will provide this information to the LA using SAM.
19. Where the parent fails to complete a SIF, the governing body will rank the application according to the information on the CAF only.
20. The LA will inform parents of their position on a waiting list on request, and will identify the next applicant to be considered when advised by the school that a vacancy has arisen. The LA will contact the applicant at the top of the waiting list to ascertain if a place is still required and then follow the process outlined above.

Children Transferring Between Schools

21. Parents wishing to move their children between local schools will be encouraged to discuss their reasons with the current school.
22. Parents will be advised that the preference school may contact the current school before a place is confirmed.

23. The LA will check that the current school is aware and obtain any relevant background information to be provided to the highest preference school with a vacancy. The preference school may decide to discuss the application with current school.
24. Where the information gathered at paragraph 23 above indicates that the child has been excluded from another school, has a history of poor attendance or has challenging behaviour, the LA will arrange for the child to be placed by the In-Year Fair Access Panel under the provisions of Barnet LA's Fair Access Protocol.
25. Notwithstanding the information gathered at paragraph 23 above, the governing body an admission authority school may decide to offer a place without reference to the In-Year Fair Access Panel.

Schedule 1

CO-ORDINATED IN-YEAR ADMISSIONS SCHEME

Content of Barnet Council's In-Year Common Application Form

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Date moved to home address
Date place is required
Name, address and attendance dates of current or most recent school
Address of current or most recent school
Reason for application
Is the child Looked After?
Does the child have a statement of SEN?
Any social/medical needs

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 3)

Name of school
Post code of school
Preference ranking
Sibling details
Reasons for Preferences (including any medical or social reasons)

Other:

Fair access categories
Signature of parent or guardian
Date of signature
Data protection and information sharing notice