

Westminster City Council (WCC) is the admission authority for 7 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

|                               |           |                           |           |
|-------------------------------|-----------|---------------------------|-----------|
| <b>Barrow Hill (Y3) entry</b> | <b>60</b> | <b>Hallfield</b>          | <b>60</b> |
| <b>Edward Wilson</b>          | <b>56</b> | <b>Robinsfield Infant</b> | <b>60</b> |
| <b>Essendine</b>              | <b>60</b> | <b>Queens Park</b>        | <b>42</b> |
| <b>George Eliot</b>           | <b>60</b> |                           |           |

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### **Admission Arrangements for the 2021/22 year of entry for all Westminster Community Schools**

Applicants with a signed Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

#### **Oversubscription criteria**

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

- 1) Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to WCC confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address [*see note (i)*].
- 2) The Director of Education, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential [*see note (ii)*].

- 3) To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.

**In category (3), in the case of the reception classes at Robinsfield Infant School, sibling priority would also extend to applicants with a sibling attending Barrow Hill Junior School and vice versa.**

- 4) Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage [*refer to note (iii)*].
- 5) Children living nearest to the school calculated as a straight line.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the nearest main school gate used by the school for pupils, and as determined by WCC using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

**Tie-break** - If in any of the categories 1, 2 or 3\* or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (4). If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

*\*Where it has not been possible to offer a place in reception, or any other year group, to a child of a multiple birth , priority will apply within the sibling category.*

**Notes:**

**(i) Children Looked After, also referred to as Children in Public** - A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

**(ii) Exceptional Need** - All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school, and no other school can meet this need. If you feel there are exceptional reasons for your child to be considered for a priority placement at particular school, you must indicate this in the area provided in your application, giving reasons supporting your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for your child to attend this school in particular and the difficulties it will cause your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date: **15 January 2021**. The Admissions Team is not responsible for contacting professionals for information about your case and any decision will be based on documents you submit by the closing date.

The notification date is **16 April 2021**. You will not therefore be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

**(iii) Children of staff** - Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

- 3 children throughout the whole school (for single form entry schools)
- 4 children throughout the whole school (for 1 ½ form entry schools)
- 5 children throughout the whole school (for 2 form entry schools, and upwards)

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

## **6. Admissions arrangements that apply to all WCC community primary schools**

No changes are proposed to the admission arrangements other than those indicated.

- 6.1 Twins, triplets and multiple births** – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded.
- 6.2 Children attending nursery class at a school** – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.
- 6.3 Split residence** – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives are determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.
- 6.4 Random allocation** - any applicants requiring order of priority using random allocation, will be determined using a Third Party Draw Service. This process is independent of the school and managed by the Council’s Admissions Team
- 6.5 Date of admission/deferred entry** – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**6.6 Requests to apply for Reception in the following year\*** – Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

*\*The current legislation that applies to options for Summer born children is currently subject to a review by central government. Any changes will be reflected in the admission arrangements accordingly.*

**6.7 Year 3 Admission** – In the case of Year 3 admission to Barrow Hill Junior School priority of admission is given to pupils transferring from Robinsfield Infant School. Junior transfer applications must be made to through the Home LA as part of Pan London coordination.

**6.8 Method of Application** – Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions) or on a paper can be requested from the Home LA's Admissions Team.

**6.9 Closing Date and Initial Notification Date** – Under the WCC coordinated admission arrangements the closing date for reception class applications will be 15 January 2021.

Notification letters will be sent out on 16 April 2021.

**7.0 Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

**7.1 Waiting List** - Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.

**7.2 Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

### **7.3 Coordinated admission arrangements and timetable for applications to reception**

As required by law, WCC will be coordinating admissions for 2021/22 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the coordinated scheme will be available online at [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions) or by contacting the School Admissions Team on 020 7745 6432/36433 or email: [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk).

### **7.3 In-Year admissions**

Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

#### **7.4 In-Year Fair Access**

The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have a statement or EHC plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk).

# **Westminster City Council**

## **Pan-London Coordinated Admissions System for the Academic Year 2021/22**

### **LA Scheme for the Coordination of Admissions to the Reception/Junior Year**



**City of Westminster**  
CHILDREN'S SERVICES

February 2020



## Definitions used in this scheme:

|   |  |
|---|--|
| 'WCC'                                     | Westminster City Council   |
| 'the Application Year'                    | the academic year in which the parent makes an application (ie. 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 Local Authorities (LAs) setting out the operational procedures of 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 (CAF)'       | 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 (see Schedule 1)   |
| 'the Equal Preference System'             | the model whereby all preferences listed by parents on the CAF 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. 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 4   |
| `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. |

## **LA Schemes for the Coordination of Admissions to Reception/Junior for the academic year 2021/22**

### **Background**

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Royal Borough scheme for 2021/22 for the reception /Junior class entry which forms part of the Pan-London Coordinated Admissions System (PLCAS) are set out in this document. All maintained schools and academies are required to take part.

### **Scheme for the coordination of Admissions to Reception and Junior school in 2021/22**

1. Applications from residents of WCC will be made on the WCC Common Application Form (CAF). The CAF will include all the fields and information specified in Schedule 1 (page 10). These will be supplemented by any additional fields and information which are deemed necessary by WCC to enable the admission authorities in the LA area to apply their published oversubscription criteria. The CAF can be obtained online via the London eAdmissions portal provided by LGFL. This can be accessed via the WCC website at: [www.westminster.gov.uk/schooladmissions](http://www.westminster.gov.uk/schooladmissions). Paper forms are made available if requested.
2. WCC will take all reasonable steps to ensure that every parent who is resident in WCC and has a child in a nursery class within a maintained school or academy, either in WCC or any other maintaining LA, can access WCC's admissions booklet and CAF online. A hints and tips leaflet will be circulated to schools in September with key contacts and how to access information online. A paper CAF can be obtained on request from the Admissions Team.
3. The admission authorities within WCC will not use Supplementary Information Forms (SIFs) except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where SIFs are used by the admissions authorities within WCC, the LA 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 SIFs are used by admission authorities in WCC, they will be accessible via WCC's website. Such forms will advise parents that they must also complete their Home LA's CAF. WCC's admission booklet and website will indicate which schools in WCC require SIFs to be completed and where they can be obtained. A list of

schools requiring the completion of an additional supplementary form is also given in Schedule 4.

5. Where a school in WCC receives a SIF, WCC will not consider it to be a valid application unless the parent has also listed the school on their Home LA's CAF, in accordance with paragraph 2.3 of the 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.
7. The order of preference given on the CAF will not be revealed to any school in accordance with paragraph 1.9 of the School Admissions Code. However, where a parent resident in WCC 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 a child is eligible for a place at more than one school in that LA's area.
8. If applying on a paper CAF, this will need to be sent direct by parents to the Admissions Team or submitted to the nursery school then forwarded to the Admissions Team. Although a compromise on confidentiality of school preferences, it is recognised that this is necessary so that school staff can assist parents in the application process. Parents must be given the opportunity to apply direct to the Admissions Team if they wish. All paper CAFs must be received by the Admissions Team by 5pm on the closing date, **15 January 2021**. Online applications must be submitted by 11.59pm on the closing date.
9. If requested the Admissions Team will issue a written acknowledgement to parents for any paper CAFs received. The guidance provided with the CAF (paper and online), accompanying notes and WCC Admissions Brochure will emphasise that parents must complete only one CAF. Where more than one CAF is received (e.g. paper and online), the Admissions Team will contact the parent/guardian to resolve the order of preference. If the matter remains unresolved, the last form submitted will be used.
10. WCC 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 WCC's maintained nursery and primary school data and the further investigation of any discrepancy. In addition, WCC will request documentary evidence of the child's address. Where WCC 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 **10 February 2021**.
11. Where there is a discrepancy between the address given on the CAF and a school SIF, the Admissions Team will contact the parent/guardian to identify the correct home address. If the matter remains unresolved, the address on the CAF will be deemed as the correct address.

12. Applications made from WCC resident families working, or temporary living abroad, will be processed with all other applicants. The address that the child is living at the time of application, and at the closing date, will be used for purpose of processing. The applicant must inform the LA on their return in order for the address to be updated. Proof of address and occupancy will be requested.
13. WCC will check the status of any resident applicant who is a 'Child Looked After' and provide evidence to the maintaining LA in respect of a preference for a school not in WCC's area by **5 February 2021**.
14. WCC will advise a maintaining LA of the reason for any preference expressed for a school not in WCC's 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 **5 February 2021**.

### **Processing**

15. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of WCC's scheme, will be uploaded to the Pan London Register (PLR) by **5 February 2021**. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
16. The timetable for the exchange of application and offer information between the LA and schools within WCC is outlined in Schedule 3 (page 12).
17. WCC will not normally consider late applications (i.e. applications received after the closing date) until after the offer date of 16 April 2021 unless there are very exceptional circumstances. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within WCC will be required in these cases) or there is uncertainty affecting the date that the application was received. Each case will be decided on its own merits.
18. Where such applications contain preferences for schools in other LAs, WCC will forward the details to maintaining LAs via the PLR as they are received. WCC 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 to the PLR is on **12 February 2021**.
20. Where a parent 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 February 2021**, on the basis that an on-time application already exists within the Pan-London system.

21. WCC will participate in the application data checking exercise to be scheduled between **12 and 26 February 2021** in the Pan-London timetable in Schedule 3 (page 12).
22. All preferences for schools and academies within WCC will be considered by the relevant admission authorities against the school's published oversubscription criteria without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code. WCC will administer the admissions to community schools in WCC.
23. All applicants for a school must be included on the ranked list. For WCC voluntary aided schools, WCC can provide home to school distances (straight line) to prioritise applicants tied under a certain criterion and/or rank applicants not meeting faith or other criteria. Where a school specifies a certain number of places to be offered under each category e.g. foundation and open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.
24. When the admission authorities within WCC have provided a list of applicants in criteria order to WCC, WCC 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' - explanatory note in Schedule 5 (page 14).
25. WCC will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
26. WCC will upload the highest potential offer available to an applicant for a maintained school in WCC to the PLR by **19 March 2021**. The PLR will transmit the highest offer made by the Maintaining LA to the Home LA.
27. The Local Admission System (LAS) of WCC 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 annual Business User Guide) which will continue until notification that a steady state has been achieved, or until **26 March 2021** if this is sooner.
28. WCC will not make an additional offer between the end of the iterative process and **16 April 2021** which may impact on an offer being made by another participating LA.
29. Notwithstanding paragraph 27, if an error is identified within the allocation of places at one of WCC's schools, WCC will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a Home

or Maintaining LA) WCC 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, WCC will accept that the applicant(s) affected might receive a multiple offer.

30. WCC will participate in the offer data checking exercise to be scheduled between **29 March and 9 April 2021** in the Pan-London timetable.

31. WCC will send a file to the eAdmissions portal, with outcomes for all residents who have applied online, no later than **13 April 2021**.

### **Offers**

32. WCC will inform all resident applicants of their highest potential 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.

33. WCC will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. In these circumstances the nearest school with a vacancy will be offered (as measured by straight line distance). All such applicants will also be provided with a list of further schools with vacancies to consider if the allocated school not acceptable to the applicant.

34. On **16 April 2021**, all resident applicants that applied online will receive an email notifying them of the offered school during the evening. Resident applicants offered one of their preference school will not be sent a letter in the post unless they submitted their application on a paper form. All other resident applicants not offered one of their preference will have a letter sent on the 1<sup>st</sup> class post on **16 April 2021**.

WCC's outcome letter for those not offered their first preference school, will include the information set out in Schedule 2 and as detailed below (depending on the outcome):

- i) the name of the school at which a place is offered. If it is not possible to offer a school preference listed on the CAF, an offer will be made for a school within the bi-borough<sup>1</sup> area that is considered a reasonable<sup>2</sup> alternative, if there are vacancies available. An offer may also be made for a neighbouring borough school.
- ii) the reason why an offer was not made for any school for which a higher preference may have been expressed;
- iii) notifies parents of their statutory right of appeal against the decisions

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<sup>1</sup> Bi-borough is – The Royal Borough of Kensington and Chelsea and Westminster Council.

<sup>2</sup> A reasonable alternative is considered to be a primary school within a 2 mile walking distance from home.

to refuse a place at any school for which they expressed a higher preference;

- iv) and the opportunity to make further preferences by **30 April 2021** for parents not offered any of their preferences and the alternative school offered is not considered suitable. The details of schools in neighbouring LAs that may have vacancies will be provided.

All resident applicants offered school place will be asked to accept or decline their offer of a place by **30 April 2021**.

- 35. WCC will provide nursery or primary schools with destination data of its resident applicants by the end of the Summer term 2021.

### **Post-offer**

- 36. WCC will request that resident applicants accept or decline the offer of a place by **30 April 2021**, or within two weeks of the date of any subsequent offer.
- 37. Where an applicant resident in WCC accepts or declines a place in a school maintained by another LA by **30 April 2021**, WCC will forward the information to the maintaining LA by **7 May 2021**. Where such information is received from applicants after **30 April 2021**, WCC will pass it to the maintaining LA as it is received.
- 38. Where a place becomes available in an oversubscribed maintained school or academy in WCC's area, it will be offered from a waiting list in accordance with paragraph 2.14 of the School Admissions Code 2014.
- 39. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
- 40. When acting as a maintaining LA, WCC will inform the home LA, where different, of an offer for a maintained school or Academy in WCC'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.
- 41. When acting as a maintaining LA, WCC and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
- 42. When acting as a home LA, WCC 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.



43. When acting as a home LA, when WCC is informed by a maintaining LA of an offer which can be made to an applicant resident in WCC'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 and the applicant must re-apply.
44. When acting as a home LA, when WCC 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 39 and 40 shall apply to the revised order of preferences.
45. When acting as a home LA, WCC will advise any affected maintaining LA of any late preferences received either as a result of a new application received after the closing date or additional preferences.
46. When acting as a maintaining LA, WCC 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, WCC will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
48. Applicants' names will be included on waiting lists for 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. For any vacancies that arise after the initial **16 April 2021** offer date, the school governors will decide who is offered any subsequent vacancies at own admission authority schools and the LA will determine offers for community schools. These places will be offered to children on the waiting list in accordance with the schools' published admission arrangements.
48. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will notify this LA of a potential offer, in order that the offer may be made by the home LA.'
49. For all schools, late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the school's published admission criteria in accordance with paragraph 2.14 of the School Admissions Code 2014.

## **SCHEDULE 1**

### **Minimum Content of CAF (paper and online) for Reception/Junior in 2021/22**

#### **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 a statement of SEN or Education, Health and Care Plan (EHC) ? Y/N  
Is the child a 'Child Looked After' ? Y/N  
Is the child formerly CLA but now adopted or subject of a Child Arrangement Order' or 'Special Guardianship Order' ? Y/N  
If yes, name of responsible local authority  
Surname of sibling  
Forename of sibling  
Date of birth of sibling  
Gender of sibling  
Name of school the sibling attends

#### **Other:**

Signature of parent or guardian  
Date of signature

## **SCHEDULE 2**

### **Template Outcome Letter for Admissions Reception in 2021/22**

From: Home LA

Date: **16 April 2021**

Dear Parent,

Application for a primary school

*I am writing to let you know the outcome of your application for a 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 have 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 coordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason why 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 accepting online [paper form- 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 submit online by **30 April 2021** [paper form - return the reply slip].  
If you have any questions about this letter, please contact the Admissions Team on\_\_\_\_\_.*

Yours sincerely

### SCHEDULE 3

#### PAN-LONDON TIMETABLE FOR RECEPTION YEAR ADMISSIONS IN 2021/22:

|                            |   |
|----------------------------|---|
| <b>15 Jan 2021</b>         | Statutory deadline for receipt of applications  |
| <b>5 Feb 2021</b>          | Deadline for the transfer of application information by the Home LA to the PLR (ADT file)   |
| <b>12 Feb 2021</b>         | Deadline for the upload of late applications to the PLR   |
| <b>12 – 26 Feb 2021</b>    | Checking of application data  |
| <b>19 Mar 2021</b>         | Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file)   |
| <b>26 Mar 2021</b>         | Final ALT file to PLR   |
| <b>30 Mar – 9 Apr 2021</b> | Checking of offer data  |
| <b>13 Apr 2021</b>         | Deadline for online ALT file to portal  |
| <b>16 April 2021</b>       | Online results available in the evening to applicants that applied online (letter sent only to paper applicants and those not offered a preference) |
| <b>30 April 2021</b>       | Deadline for receipt of acceptances   |
| <b>7 May 2021</b>          | Deadline for transfer of acceptances to maintaining LAs   |

## SCHEDULE 4

### SCHOOL SUPPLEMENTARY INFORMATION FORMS (SIF)

Each voluntary-aided (church) school in the Westminster has additional supplementary forms to complete which are available from the schools direct or via the Westminster website. These forms are necessary for the school governors to determine whether applicants meet their faith or other criteria. Applicants applying for these schools must list the school as a preference on the CAF and should complete the school's supplementary form for their application to be considered fully by the school governors.

| <b>Schools for which an additional supplementary</b> |
|--|
| All Souls CE Primary, W1W 8JJ                        |
| Burdett Coutts CE Primary, SW1P 2QQ                  |
| Christ Church Bentinck CE Primary, NW1 5NS           |
| Hampden Gurney CE Primary, W1H 5HA                   |
| Our Lady of Dolours RC Primary, W2 5SR               |
| St Augustine's CE Primary, NW6 5XA                   |
| St Barnabas CE Primary, SW1W 8PF                     |
| St Clement Danes CE Primary, WC2B 5SU                |
| St Edward's RC Primary, NW1 6LH                      |
| St Gabriel's CE Primary, SW1V 3AG                    |
| St George's Hanover Square CE Primary, W1K 2XH       |
| St James & St John's CE Primary, W2 3QD              |
| St Joseph's RC Primary, W9 1DF                       |
| St Luke's CE Primary, W9 3EJ                         |
| St Mary Magdalene's CE Primary, W2 5TF               |
| St Mary of the Angels RC Primary, W2 5PR             |
| St Mary's Brynaston Square CE Primary, W1H 1DL       |
| St Matthew's CE Primary, SW1P 2DG                    |
| St Peter's CE Chippenham Mews Primary, W9 2AN        |
| St Peter's Eaton Square CE Primary, SW1V 0NL         |
| St Saviour's CE Primary, W9 2JD                      |
| St Stephen's CE Primary, W2 5QH                      |
| St Vincent De Paul RC Primary, SW1P 1EP              |
| St Vincent's RC Primary, W1U 4DF                     |
| Westminster Cathedral RC Primary, SW1V 3SE           |

Applicants for Westminster community schools, free schools, academies and Soho Parish CE Primary School need only complete the CAF. These schools are listed below.

| <b>Schools for which no additional form is needed</b> |
|---|
| ARK Atwood Primary Academy W10 4RS                    |
| Churchill Gardens Primary, SW1V 3EU                   |
| Edward Wilson Primary, W2 5TL                         |
| Essendine Primary, W9 2LR                             |
| Gateway Primary, NW8 8LN                              |
| George Eliot, NW8 0NH                                 |

**SCHEDULE 5**

**EXPLANATORY NOTE - THE EQUAL PREFERENCE SYSTEM**

- 1. All LAs have been required to co-ordinate admissions to all maintained primary schools in their area since September 2006. The main aims of coordinated admissions are to ensure that as many parents receive one, and no more than one, offer of a primary school place, and that this will be the parents' highest preference possible.
- 2. The system used is known as the Equal Preference System. Although parents are required to rank their preferred schools in preference order, this preference number information is not released to admission authorities. Voluntary-aided and Academy schools will then consider all school applicants, without reference to the parent preference number, against their admission criteria and provide a list of applicants ranked accordingly to the LA. The LA will order applicant lists for community schools.
- 3. The parental ranking of a school is only taken into account where the child would otherwise be offered more than one school. In these circumstances, the LA shall, for each applicant to participating schools for whom more than one offer is available, use the highest ranked preference to decide which single potential offer should be made. Please see the example below:

**Example**

The parent of John Smith has applied for six schools. He qualifies to be offered a place at three schools under their admission criteria but under coordinated admission arrangements, is only offered the highest preference of these schools:

- 1. School A - not eligible
- 2. School B - potential offer
- 3. School C - potential offer
- 4. School D - not eligible
- 5. School E - potential offer
- 6. School F - not eligible

Under coordinated arrangements, John would be offered School B. The places at School C and School E would then be offered to the next child on the school's application lists.

Any multiple offers across schools will be removed through the admissions software, which will retain the highest offer possible for each child. The resulting vacancies will then be filled automatically by the next ranked child from the school's allocation list. This will continue until all places are filled or individual school lists are exhausted.



**Westminster City Council**

**Pan-London Coordinated Admissions System for  
the Academic Year 2021/22**

**LA Scheme for the Co-ordination of Admissions for  
Secondary Transfer (year 7)**



**City of Westminster**

CHILDREN'S SERVICES

February 2020

## Definitions used in this scheme:

|   |  |
|---|--|
| 'WCC'                                     | Westminster City Council   |
| 'the Application Year'                    | the academic year in which the parent makes an application (ie. 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 Local Authorities (LAs) setting out the operational procedures of 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 (CAF)'       | 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 (see Schedule 1)   |
| 'the Equal Preference System'             | the model whereby all preferences listed by parents on the CAF 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) 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 4  |
| '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 coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. |

## **LA Schemes for the Co-ordination of Admissions to Secondary Transfer (Year 7 entry) for the academic year 2021/22**

### **Background**

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained secondary schools and academies. Details of the Royal Borough scheme for 2021/22 for Year 7 entry which forms part of the Pan-London Coordinated Admissions System (PLCAS) are set out in this document. All maintained schools and academies are required to take part.

### **Scheme for the coordination of admissions to Year 7 in 2021/22**

1. WCC will advise home LAs of their resident pupils on the roll of WCC's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of WCC will be made on the WCC Common Application Form (CAF). The CAF will include all the fields and information specified in Schedule 1 (page 11). These will be supplemented by any additional fields and information which are deemed necessary by WCC to enable the admission authorities in the LA area to apply their published oversubscription criteria. The CAF can be obtained online via the London eAdmissions portal provided by LGFL. This can be accessed via the WCC website at: [www.WCC.gov.uk/schooladmissions](http://www.WCC.gov.uk/schooladmissions). Paper forms are made available if requested.
3. WCC will take all reasonable steps to ensure that every parent who is resident in WCC and has a child in a maintained primary school, either in WCC or any other maintaining LA, can access WCC's admissions booklet and CAF, including details of how to apply online.
4. The admission authorities within WCC will not use Supplementary Information Forms (SIFs) except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where SIFs are used by the admissions authorities within WCC, the LA 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 SIFs are used by admission authorities in WCC, they will be accessible via WCC's website. Such forms will advise parents that they must also complete their Home LA's CAF. WCC's admission booklet and website will indicate which schools

in WCC require SIFs to be completed and where they can be obtained. A list of schools requiring the completion of an additional supplementary form is also given in Schedule 4 (page 15).

6. Where a school in WCC receives a SIF, WCC will not consider it to be a valid application unless the parent has also listed the school on their Home LA's CAF, in accordance with paragraph 2.3 of the Admissions Code.
7. Applicants will be able to express a preference for up to six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the CAF will not be revealed to any school in accordance with paragraph 1.9 of the School Admissions Code. However, where a parent resident in WCC 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 a child is eligible for a place at more than one school in that LA's area.
9. If applying on a paper CAF, this will need to be sent direct by parents to the Admissions Team or submitted to the primary school then forwarded to the Admissions Team. Although a compromise on confidentiality of school preferences, it is recognised that this is necessary so that school staff can assist parents in the application process. Parents must be given the opportunity to apply direct to the Admissions Team if they wish. All paper CAFs must be received by the Admissions Team by 5pm on the closing date, **31 October 2020**. Online applications must be submitted by 11.59pm on the closing date.
10. If requested the Admissions Team will issue a written acknowledgement to parents for any paper CAFs received. The guidance provided with the CAF (paper and online), accompanying notes and WCC Admissions Brochure will emphasise that parents must complete only one CAF. Where more than one CAF is received (e.g. paper and online), the Admissions Team will contact the parent/guardian to resolve the order of preference. If the matter remains unresolved, the last form submitted will be used.
11. WCC 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 WCC's maintained primary school data and the further investigation of any discrepancy. In addition, WCC will request documentary evidence of the child's address. Where WCC 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 **11 December 2020**.
12. Where there is a discrepancy between the address given on the CAF and a school SIF, the Admissions Team will contact the parent/guardian to identify the correct home address. If the matter remains unresolved, the address on the CAF will be

deemed as the correct address.

13. Applications made from WCC resident families working, or temporary living abroad, will be processed with all other applicants. The address that the child is living at the time of application, and at the closing date, will be used for purpose of processing. The applicant must inform the LA on their return in order for the address to be updated. Proof of address and occupancy will be requested.
14. WCC will check the status of any resident applicant who is a 'Child Looked After' and provide evidence to the maintaining LA in respect of a preference for a school not in WCC's area by **12 November 2020**.
15. WCC will advise a maintaining LA of the reason for any preference expressed for a school not in WCC's 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 **12 November 2020**.

### **Processing**

16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of WCC's scheme, will be uploaded to the Pan London Register (PLR) by **12 November 2020**. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
17. The timetable for the exchange of application and offer information between the LA and schools within WCC is outlined in Schedule 3 (page 12).
18. WCC will not normally consider late applications (i.e. applications received after the closing date) until after the offer date of **1 March 2021** unless there are very exceptional circumstances. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within WCC will be required in these cases) or there is uncertainty affecting the date that the application was received. Each case will be decided on its own merits.
19. Where such applications contain preferences for schools in other LAs, WCC will forward the details to maintaining LAs via the PLR as they are received. WCC will accept late applications which are considered to be on time within the terms of the Home LA's scheme.
20. The latest date for the upload of late applications which are considered to be on-time to the PLR is on **11 December 2020**.

21. Where a parent 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 **10 December 2020**, on the basis that an on-time application already exists within the Pan-London system.
22. WCC will participate in the application data checking exercise to be scheduled between **14 December 2020 and 4 January 2021** in the Pan-London timetable in Schedule 3 (page 14).
23. All preferences for schools and academies within WCC will be considered by the relevant admission authorities against the school's published oversubscription criteria without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code. WCC will administer direct the admissions to community schools in WCC.
24. All applicants for a school must be included on the ranked list. For WCC voluntary aided schools, WCC can provide home to school distances (straight line) to prioritise applicants tied under a certain criterion and/or rank applicants not meeting faith or other criteria. Where a school specifies a certain number of places to be offered under each category e.g. foundation and open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.
25. When the admission authorities within WCC have provided a list of applicants in criteria order to WCC, WCC 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' - explanatory note in Schedule 4 (page 16).
26. WCC will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. WCC will upload the highest potential offer available to an applicant for a maintained school in WCC to the PLR by **29 January 2021**. The PLR will transmit the highest offer made by the Maintaining LA to the Home LA.
28. The Local Admission System (LAS) of WCC 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 annual Business User Guide) which will continue until notification that a steady state has been achieved, or until **12 February 2021** if this is sooner.
29. WCC will not make an additional offer between the end of the iterative process and **1 March 2021** which may impact on an offer being made by another participating LA.

30. Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of WCC's schools, WCC will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a Home or Maintaining LA) WCC 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, WCC will accept that the applicant(s) affected might receive a multiple offer.
31. WCC will participate in the offer data checking exercise to be scheduled between **15 and 22 February 2021** in the Pan-London timetable.
32. WCC will send a file to the eAdmissions portal, with outcomes for all residents who have applied online, no later than **23 February 2021**.

### **Offers**

33. WCC will inform all resident applicants of their highest potential 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.
34. WCC will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. In these circumstances the nearest school with vacancies will be offered (as measured by straight line distance).
35. On **1 March 2021**, all resident applicants that applied online will receive an email notifying them of the offered school during the evening. Resident applicants offered one of their preference school will not be sent a letter in the post unless they submitted their application on a paper form. All other resident applicants not offered one of their preference will have a letter sent on the 1<sup>st</sup> class post on **1 March 2021**.

WCC's outcome letter for those not offered their first preference school, will include the information set out in Schedule 2 and as detailed below (depending on the outcome):

- i) the name of the school at which a place is offered. If it is not possible to offer a school preference listed on the CAF, an offer will be made for a school within the bi-borough<sup>1</sup> area that is considered a reasonable<sup>2</sup> alternative, if there are vacancies available. An offer may also be made for a neighbouring borough school.

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<sup>1</sup> Bi-borough is –The Royal Borough of Kensington and Chelsea and Westminster Council.

<sup>2</sup> A reasonable alternative is considered to be a secondary school within a 3 mile walking distance from home.



- i) the reason why an offer was not made for any school for which a higher preference may have been expressed;
- ii) notifies parents of their statutory right of appeal against the decisions to refuse a place at any school for which they expressed a higher preference;
- iii) and the opportunity to make further preferences by **15 March 2021** for parents not offered any of their preferences. The details of schools in neighbouring LAs that may have vacancies will be provided.

All parents will be asked to accept or decline their offer of a place by **15 March 2021**.

36. WCC will provide primary schools with destination data of its resident applicants by the end of the Summer term 2021.

#### **Post-offer**

37. WCC will request that resident applicants accept or decline the offer of a place by **15 March 2021**, or within two weeks of the date of any subsequent offer.

38. Where an applicant resident in WCC accepts or declines a place in a school maintained by another LA by **15 March 2021**, WCC will forward the information to the maintaining LA by **22 March 2021**. Where such information is received from applicants after **15 March 2021**, WCC will pass it to the maintaining LA as it is received.

39. Where a place becomes available in an oversubscribed maintained school or academy in WCC's area, it will be offered from a waiting list in accordance with paragraph 2.14 of the School Admissions Code 2014.

40. When acting as a maintaining LA, WCC will inform the home LA, where different, of an offer for a maintained school or Academy in WCC'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.

41. When acting as a maintaining LA, WCC and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

42. When acting as a home LA, WCC 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.

43. When acting as a home LA, when WCC is informed by a maintaining LA of an

offer which can be made to an applicant resident in WCC'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 and the applicant must re-apply.

44. When acting as a home LA, when WCC 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 40 and 41 shall apply to the revised order of preferences.
45. When acting as a home LA, WCC will advise any affected maintaining LA of any late preferences received either as a result of a new application received after the closing date or additional preferences.
46. When acting as a maintaining LA, WCC 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, WCC will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
48. Applicants' names will be included on waiting lists for 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. For any vacancies that arise after the initial **1 March 2021** offer date, the school governors will decide who is offered any subsequent vacancies at own admission authority schools and the LA will determine offers for community schools. These places will be offered to children on the waiting list in accordance with the schools' published admission arrangements.
49. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will notify this LA of a potential offer, in order that the offer may be made by the home LA.
50. For all schools, late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the school's published admission criteria in accordance with paragraph 2.14 of the School Admissions Code 2014.
51. A Second round of offers will be made from 29 March 2021.

## **SCHEDULE 1**

### **Minimum Content of CAF (paper and online) for Admissions to Year 7 2021/22**

#### **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 a statement of SEN or Education, Health and Care Plan (EHC) ? Y/N  
Is the child a 'Child Looked After' ? Y/N  
Is the child formerly CLA but now adopted or subject of a Child Arrangement Order' or 'Special Guardianship Order' ? Y/N  
If yes, name of responsible local authority  
Surname of sibling  
Forename of sibling  
Date of birth of sibling  
Gender of sibling  
Name of school the sibling attends

#### **Other:**

Signature of parent or guardian  
Date of signature

## **SCHEDULE 2**

### **Template Outcome Letter for Admissions to Year 7 in 2021/22**

From: Home LA

Date: **2 March 2021**

Dear Parent,

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 have 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 coordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason why 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 accepting online [paper form - 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 submit online by **15 March 2021** [paper form - return the reply slip].  
If you have any questions about this letter, please contact the Admissions  
Team on\_\_\_\_\_.*

Yours sincerely

### SCHEDULE 3

#### PAN-LONDON TIMETABLE FOR YEAR 7 ADMISSIONS IN 2021/22

|                                     |   |
|-------------------------------------|---|
| <b>31 Oct 2020</b>                  | Statutory deadline for receipt of applications  |
| <b>12 Nov 2020</b>                  | Deadline for the transfer of application information by the Home LA to the PLR (ADT file).  |
| <b>11 Dec 2020</b>                  | Deadline for the upload of late applications to the PLR.  |
| <b>14 Dec 2020 –<br/>4 Jan 2021</b> | Checking of application data  |
| <b>29 Jan 2021</b>                  | Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ATF file)   |
| <b>12 Feb 2021</b>                  | Final ALT file to PLR   |
| <b>15 – 22 Feb 2021</b>             | Checking of offer data  |
| <b>23 Feb 2021</b>                  | Deadline for on-line ALT file to portal   |
| <b>1 Mar 2021</b>                   | Online results available in the evening to applicants that applied online (letter sent only to paper applicants and those not offered a preference) |
| <b>15 Mar 2021</b>                  | Deadline for return of acceptances  |
| <b>22 Mar 2021</b>                  | Deadline for transfer of acceptances to maintaining LAs   |
| <b>29 March 2021</b>                | Second round of offers made   |

## SCHEDULE 4

### SCHOOL SUPPLEMENTARY INFORMATION FORMS (SIF)

All the secondary schools/academies are listed below and whether they have additional forms to complete. Forms can be obtained from the schools direct or via the LA's website. These forms are necessary for the school governors to determine whether applicants meet their faith/ other criteria or are required for the registration of aptitude testing. Applicants applying on for these schools must list the school as a preference on the CAF and should complete the school's supplementary form for their application to be considered fully.

|  |
|--|
| <b>Westminster schools requiring an additional supplementary form:</b> |
| Marylebone Boys School   |
| The Grey Coat Hospital   |
| St. Augustine's CE High School   |
| St. George's RC School   |
| The St. Marylebone School  |
| Westminster City School  |
| <b>Westminster schools for which no additional form is required:</b>   |
| Harris Academy, St John's Wood   |
| King Solomon Academy   |
| Paddington Academy   |
| Pimlico Academy  |

## **SCHEDULE 5**

### **EXPLANATORY NOTE - THE EQUAL PREFERENCE SYSTEM**

1. All LAs have been required to co-ordinate admissions to all maintained secondary schools in their area since September 2005. The main aims of coordinated admissions are to ensure that as many parents receive one, and no more than one, offer of a primary school place, and that this will be the parents' highest preference possible.
2. The system used is known as the Equal Preference System. Although parents are required to rank their preferred schools in preference order, this preference number information is not released to admission authorities. Voluntary-aided and Academy schools will then consider all school applicants, without reference to the parent preference number, against their admission criteria and provide a list of applicants ranked accordingly to the LA. The LA will order applicant lists for community schools.
3. The parental ranking of a school is only taken into account where the child would otherwise be offered more than one school. In these circumstances, the LA shall, for each applicant to participating schools for whom more than one offer is available, use the highest ranked preference to decide which single potential offer should be made. Please see the example below:

#### Example

The parent of John Smith has applied for six schools. He qualifies to be offered a place at three schools under their admission criteria but under coordinated admission arrangements, is only offered the highest preference of these schools:

1. School A - not eligible
2. School B - potential offer
3. School C - potential offer
4. School D - not eligible
5. School E - potential offer
6. School F - not eligible

Under coordinated arrangements, John would be offered School B. The places at School C and School E would then be offered to the next child on the school's application lists.

Any multiple offers across schools will be removed through the admissions software, which will retain the highest offer possible for each child. The resulting vacancies will then be filled automatically by the next ranked child from the school's allocation list. This will continue until all places are filled or individual school lists are exhausted.