

Scheme for the Co-ordination of admissions into Reception in September 2019



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Definitions used in this scheme:

“LBH”	The London Borough Of Havering
“LIAAG”	The London Inter Admissions Authority Group
“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register

“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

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

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 a schemes for co-ordinating arrangements for the admission of children to maintained Infant / Junior and Primary schools and academies. Details of the London Borough of Havering (LBH) scheme for **2019/20** for the Reception / Junior entry which forms part of the Pan-London Co-ordinated Admissions System are set out in this document. All maintained schools and academies are required to take part.

Where Parents/carers apply for places at a Voluntary Aided Denominational School or an Academy / Free School (in or outside Havering) they may need to complete a Supplementary Information Form (SIF) for each of these Schools / Academies and submit them direct to the School / Academy concerned with any documents that the School requests by the closing date. The SIF forms will be available via Schools own websites.

Scheme for the co-ordination of Admissions into Reception / Junior in 2019/20

1. Applications from residents of LBH will be made on the Common Application Form (CAF). The CAF will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information which are deemed necessary by LBH to enable the admission authorities in the LA area to apply their published oversubscription criteria. Applicants can complete the CAF by applying online via the London eAdmissions portal provided by London Grid For Learning (LGFL). This can be accessed via the LBH website at: www.havering.gov.uk/eadmissions.
2. LBH will take reasonable steps to ensure that every parent of a child due to start school in **September 2019** is made aware of the application process. LBH will also provide information to every Ofsted registered early years provider within LBH for them to disseminate to parents of children that are due to start school in **September 2019**. The information provided will detail how parents can access LBH's composite prospectus (referred to as the "online admissions booklet" in this document) and details of how to apply online. The online admissions booklet will also be available to parents who do not live in LBH, and will include information on how they can access their home LA's CAF.
3. The admission authorities within LBH 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 LBH, 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 LBH, they will be accessible via the schools website. Such forms will advise parents that they must also complete their Home LA's CAF. LBH's online admission booklet and website will indicate which schools in LBH require SIFs to be completed.
5. Where a school in LBH receives a SIF, LBH 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 School Admissions Code 2014.

6. Applicants will be able to express a preference for **up to six** maintained infant, junior or 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 2014. However, where a parent resident in LBH 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 parents experience difficulties completing a CAF online they will be advised to visit the Public Advise and Service Centre (PASC) based in Romford where a member of the School Admissions Staff will be able to assist. Parents unable to attend PASC can access support by contacting the Havering School Admissions Team via phone or email. All applications must be submitted by 11.59pm on the closing date **15 January 2019**.
9. The online Admissions booklet provides guidance and should be read in conjunction with making an online application. Where more than one version of the online application is submitted, the last version submitted will be used.
10. LBH 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 LBH's maintained nursery data and the further investigation of any discrepancy. In addition, LBH may request documentary evidence of the child's address. Where LBH 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 February 2019**.
11. Where there is a discrepancy between the address given on the CAF and a school SIF, the Admissions Team will work 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 LBH 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. LBH will check the status of any resident applicant who is a 'Looked After Child' or 'Previously Looked After Child' and provide evidence to the maintaining LA in respect of a preference for a school not in LBH's area by **5 February 2019**.
14. LBH will advise a maintaining LA of the reason for any preference expressed for a school not in LBH'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 2019**.

Processing Applications

15. Applicants resident in LBH must submit the Common Application Form **online** by **15 January 2019**.
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of LBH's scheme, will be uploaded to the Pan London Register (PLR) by **5 February 2019**. 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 LBH is outlined in Schedule 2.
18. LBH will not normally consider late applications (i.e. applications received after the closing date) until after the National offer date 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 LBH 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, LBH will forward the details to maintaining LAs via the PLR as they are received. LBH 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 February 2019**.
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 **11 February 2019**, on the basis that an on-time application already exists within the Pan-London system.
22. LBH will participate in the application data checking exercise to be scheduled between **12 and 26 February 2019** in the Pan-London timetable in Schedule 3.
23. All preferences for schools and academies within LBH 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 (December 2014). When the admission authorities within LBH have provided a list of applicants in criteria order to LBH, LBH 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' as defined in Schedule 4).
24. All pupils applying for a school must be included on the schools ranked list. LBH will provide all own admission authorities 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. performing arts and distance, a ranked list should be provided for each category. Where appropriate, pupils may be included on more than one list.
25. LBH will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
26. LBH will upload the highest potential offer available to an applicant for a maintained school in LBH to the PLR by **21 March 2019**. The PLR will transmit the highest offer made by the Maintaining LA to the Home LA.
27. The Local Admission System (LAS) of LBH 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 **28 March 2019** if this is sooner.
28. LBH will not make an additional offer between the end of the iterative process and **16 April 2019** which may impact on an offer being made by another participating LA.

29. Notwithstanding paragraph 28, if an error is identified within the allocation of places at a maintained school or academy in LBH, LBH will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a Home or Maintaining LA) LBH 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, LBH will accept that the applicant(s) affected might receive a multiple offer.
30. LBH will participate in the offer data checking exercise to be scheduled between **29 March and 10 April 2019** in the Pan-London timetable (Schedule 3).
31. LBH will send a file to the eAdmissions portal, with outcomes for all residents who have applied online, no later than **11 April 2019**. (33 London LAs & Surrey LA only).

Offers

32. LBH will inform all Havering applicants via the online eAdmissions application system 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. LBH will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives an offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. In these circumstances the nearest school with vacancies, after all other on-time offers have been made, will be offered (as measured by straight line distance).
34. On **16 April 2019**, LBH will send notification of the outcome to resident applicants via the eAdmissions portal. The notification and subsequent letter (which will be available to view online) will include the information set out 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 alternative offer will be made to the closest school at which a vacancy exists after all other offers have been made.
 - 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 to refuse a place at any school for which they expressed a higher preference;
 - iv) Parents will be asked to respond to their offer of a place by **30 April 2019**.
35. If parents do not respond by **30 April 2019** LBH will issue a reminder. If the parent still does not respond LBH will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and LBH can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.

Post-offer

36. LBH will request that resident applicants accept or decline the offer of a place by **30 April 2019**, or within two weeks of the date of any subsequent offer.
37. Where an applicant resident in LBH accepts or declines a place in a school maintained by another LA by **30 April 2019**, LBH will forward the information to the maintaining LA by **7 May 2019**. Where such information is received from applicants after **30 April 2019**, LBH 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 LBH'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 held and maintained by an school / academy which is its own admission authority in LBH, the admission authority will inform LBH of a potential offer, in order that the offer may be made by the home LA.
40. When acting as a maintaining LA, LBH will inform the home LA, where different, of an offer for a maintained school or Academy in LBH'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, LBH 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, LBH 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 LBH is informed by a maintaining LA of an offer which can be made to an applicant resident in LBH'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 LBH 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 43 and 44 shall apply to the revised order of preferences.
45. When acting as a home LA, LBH 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, LBH 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, LBH 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 within LBH 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 be included on waiting lists for schools which were a lower preference than the one offered. Waiting lists will be created on the **30 April 2019** and any places available will be offered after this date. The admissions authority will decide who is offered any subsequent vacancies. These places will be offered to children on the waiting list for a LBH school in accordance with the schools' published admission arrangements.
49. For all schools, late applicants will be included on the 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 Common Application Form (CAF) for Admissions into Reception / Junior in 2019/20

Child's details:

- Surname
- Forename(s)
- Middle name(s)
- Date of birth
- Gender
- Home address
- Name of current school
- Address of current school (if outside home LA)

Parent's details:

- Title
- Surname
- Forename
- Address (if different to child's address)
- Telephone number (home, daytime, mobile)
- Email address
- Relationship to child

Preference details (x 6 recommended):

- Name of school
- Address of school
- Preference ranking
- Local authority in which the school is based

Additional information:

- Reasons for preferences (including any medical or social reasons)
- Does the child have a statement of SEN or an Education Health and Care Plan (EHCP)? Y/N
- Is the child a 'Looked After Child' or a Previously Looked After Child but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes

- name of responsible local authority

- Is there a sibling currently attending the school? Y/N

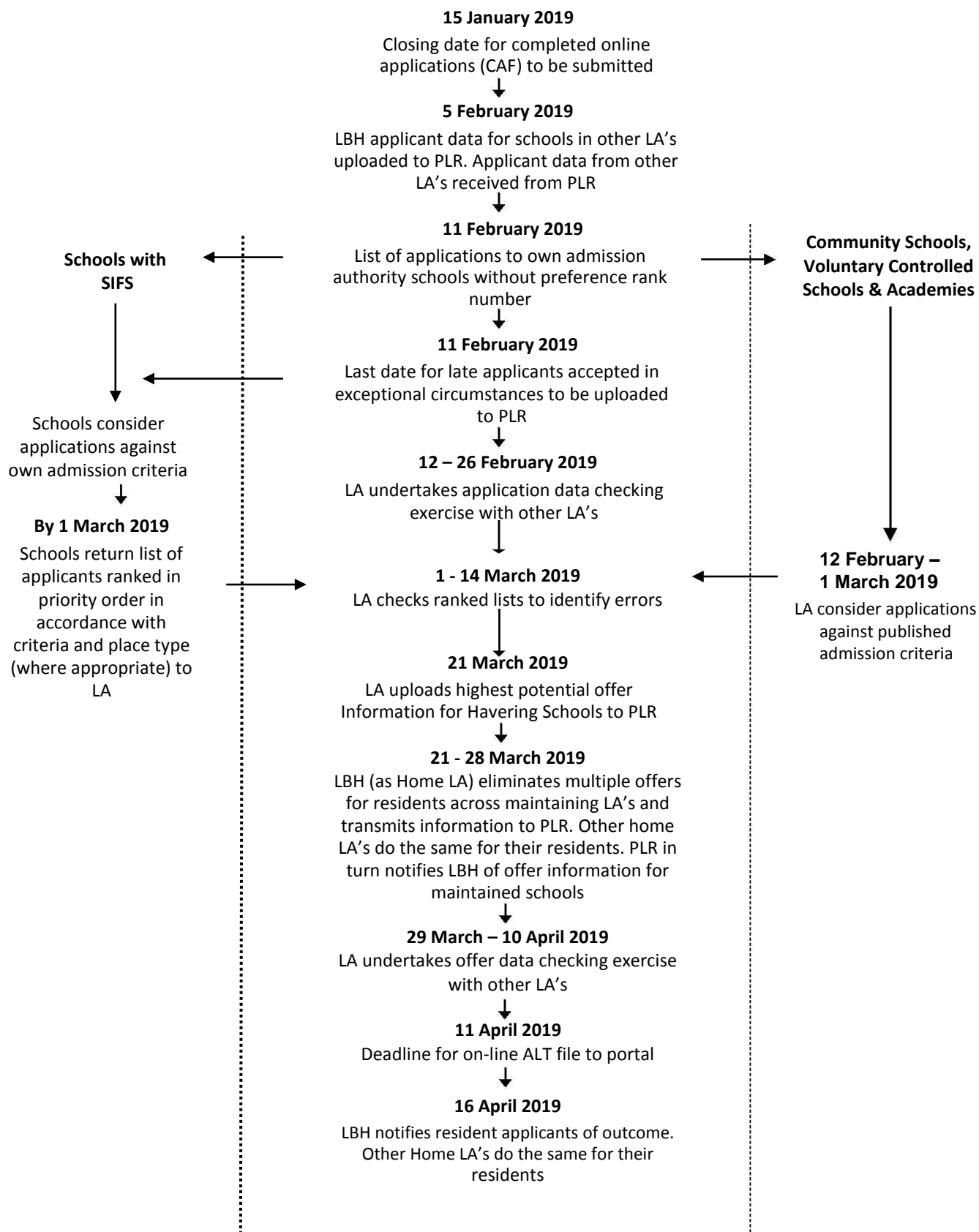
If yes

- 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 - LBH Timetable for Reception / Junior Admissions 2019/20



SCHEDULE 3 – LIAAG Timetable for Admissions to Reception / Junior in 2019/120

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

SCHEDULE 4 – The Equal Preference System

The Equal Preference System was introduced by the Department for Education to prevent admission authorities being able to give higher priority to children who listed a school as their first preference. This is particularly important where a school's admission authority is the school itself – for example, academies, where the governing body controls admissions – as they are no longer able to select pupils based on where they listed the school.

How it works

1. On the form, you will be asked to **list the schools you wish to apply for in order of your preference**. You can list up to six schools.
2. After the closing date, the LA will rank your child's application according to the individual admissions criteria for each school you have listed. Their ranking will depend on how well your child fits the school's admission criteria– for example, they may be ranked higher if you live very near the school.
3. The Equal Preference System means that at this stage, **the order in which you listed the schools will not be taken into account**. Your child will be ranked for every school you have applied to.
4. Each school has a published admission number (PAN): the number of places it has to offer. The LA will mark up the names at the top of each ranked list, up to its PAN. This is known as the 'Ranked List'. Those children whose names fall outside the PAN will be placed on a reserve list.
5. If your child's name appears on only one 'Ranked List', your child will be offered a place at that school, regardless of where it was listed in your preferences.
6. **If your child is on more than one 'Ranked List', the LA will then take into account the order in which you listed the schools** on your online application. Your child will be offered a place at the school that you have listed highest.
7. If your child isn't allocated a place at any of your listed schools, the LA will allocate a place at the nearest school to the home address with a vacancy.
8. If you have been offered a school that wasn't your first choice, **your child will be placed on the waiting list for any other schools that you listed higher** than the one they have been offered. If a vacancy then comes up because another parent decides not to accept a place, the Local Authority will offer the place to the next child on the waiting list.

Some parents think that if they have a very clear first preference of school, they should leave all their other preferences blank to show the admissions authority how strongly they feel. However, **Havering recommends that you list more than one school**. If you have only listed one, your child could be placed at any other school in the borough that has space, regardless of your opinion of it.

Remember, if your child doesn't get their first preference, they will automatically be placed on the waiting list for all of the schools that you listed above the one they were offered. You should accept the place you've been offered even if you intend to appeal, so you know your child has at least somewhere to go in September.