



City of Westminster

CHILDREN'S SERVICES

WESTMINSTER CITY COUNCIL

Determined School Admission Arrangements for 2024/25 entry

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, LAs are required to consult with admission authorities within its relevant area and with neighbouring LAs on the proposed admission arrangements prior to making a determination. The relevant area is defined as the limit of the administrative boundary of Westminster City Council.

Westminster City Council is the responsible admissions authority for its seven community schools:

Barrow Hill Junior, Edward Wilson, Essendine, George Eliot, Hallfield, Robinsfield Infant and Queens Park School.

For the academic year of entry 2024/25, a consultation proposed the reduction to the Published Admissions Number (PAN) for two schools and three minor points of clarity as indicted below. This consultation opened on **Monday 14th November 2022** and ended on **Friday 23rd December 2022**.

- Reduction to the Published Admission Number (PAN) for Hallfield Primary School from 60 to 45
- Reduction to the Published Admission Number (PAN) for Essendine Primary School from 60 to 45
- Clarity of wording for criterion (2, note ii) medial/social priority,
- Clarity of wording for criterion (5, note iii) children of staff.
- Clarity of process and wording for in-year exceptional need requests.

No comments or objections were submitted to the proposals

In accordance with the above regulations, the Council is required to determine its admission arrangements in each year by 28 February 2023 to be published on the Council website by 15 March 2023. The full Admissions Arrangements are shown as **Appendix A**.

In accordance with the above regulations, the Council is also required to determine its coordinated schemes as outlined above. There are no changes to the coordinated

schemes other than dates The Coordinated Schemes are shown as **Appendix B (reception) and Appendix C (secondary)**.

I formally determine the attached admission arrangements for Westminster City Council community schools and the associated coordinated schemes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Heggs', written in a cursive style.

Ian Heggs
Director for Education

Date: February 2023

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).

Barrow Hill (Y3)	60	Hallfield	45
Edward Wilson	56	Robinsfield Infant	60
Essendine	45	Queens Park	42
George Eliot	30		

Admission Arrangements for the 2024/25 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(a) in care of the local authority, children who have been adopted(b) or made subject to a child arrangement(c) or special guardianship(d) order immediately following having been looked after. Previously looked after children, including those children who appear to Westminster Council to have been in state care(e) outside of England and ceased to be in state care as a result of being adopted [*see note (i)*].
- 2) The Director of Education Bi-borough Children's Services, 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 exceptional 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

- 4) 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.

- 5) 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)*].
- 6) 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.

Tie-break: If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will 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.

**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) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- b) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
- c) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- d) Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- e) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(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 a particular school, you must indicate this in the space 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 2024**. 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.

A Panel will consider exceptional needs cases soon after 15 January and before 10 March to comply with the dates of the Pan London coordinated scheme. The Panel is made up of three Senior Admissions Officers. Depending on the circumstances of the case, a senior member of the SEND team will be on the panel. The view of the school may be sought and will be determined on a case-by-case basis.

The notification date is **16 April 2024**. You will not 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 admission criteria. Your outcome notification will

indicate if your application was granted priority or not under the exceptional need criterion.

It is important to be aware that very few cases are agreed under this criterion. The Admission Authority (the Panel) must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision that 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)*

Exception to the above will apply to children of multiple birth or those born in the same academic year.

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. Applicants seeking priority for a school place under this criterion must still be employed at the time of application and when the child starts the school. If the staff member is no longer employed when the child is due to start the school, and the applicant would not have qualified for a place under any other criterion, the offer will be withdrawn.

If the request for priority under this criterion is on the grounds that the member of staff has been recruited to fill a vacancy for which there is a demonstrable skill shortage, the contract of employment for the post must be for minimum of 12 months from the date the child is to start school.

In both of the above cases, evidence of employment must be submitted to the LA and 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.

Admission arrangements that apply to all Westminster community primary schools

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.

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.

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 is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Tax Credit is claimed, the address that is registered for this claim will be used. In the situation where there are ongoing Family Court proceedings, the Council will consider the approach to be taken for processing on a case by case basis.

Random allocation - any applicants requiring order of priority using random allocation, will be determined using a Third Party Draw Service - **Random.org**. This process is independent of the school and managed by the Council's Admissions Team.

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.

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. 2.18 (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 admission, does not apply if the child is offered a place in another year group at the school. Where relevant, documentation from a professional (e.g. GP, social worker) that provides information for admission outside of the chronological year group can be provided.

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.

Members of the UK Armed Forces and Crown Servants - An official letter confirming your destination address or quarters will be required. This can be provided before you have relocated to ensure your application is not disadvantaged.

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 or on a paper can be requested from the Home LA's Admissions Team.

Closing Date and Initial Notification Date – Under the WCC coordinated admission arrangements the closing date for reception class applications will be 15 January 2024. Notification letters will be sent out on 16 April 2024.

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.

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.

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

7.4 Coordinated admission arrangements and timetable for applications to reception

As required by law, WCC will be coordinating admissions for 2024-25 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 or by contacting the School Admissions Team on 020 7745 6432/36433 or email: schooladmissions@westminster.gov.uk.

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 via [Apply in-year](#). 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.

Exceptional Need requests – for schools that are full, 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.

As set out under **Note ii (page 6)**, the panel will meet to consider the case requested for priority. For in-year admission requests, where the school is full, consideration under the 'Exceptional need' criterion is for priority placement on the waiting list, **not** admission to the school. There are no set dates for the panel to meet to consider cases as these are convened periodically. A decision is communicated to the applicant normally withing 14 days after submission of your application.

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 an Education, Health and Care 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.

Pan-London Coordinated Admissions System for the Academic Year 2024/25

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



City of Westminster

CHILDREN'S SERVICES

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 2024/25

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 Westminster scheme for 2024/25 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 2024/25

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. 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 brochure and CAF online. A hints and tips leaflet (FAQs) 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 2021.
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 2021.

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 2024**. 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 **9 February 2024**.
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 **2 February 2024**.

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
15. will forward any supporting documentation to the maintaining LA by **2 February 2024**.

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 **5 February 2024**. 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 16 April 2018 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 **9 February 2024**.
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 **9 February 2024**, 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 **12 and 16 February 2024** in the Pan-London timetable in Schedule 3 (page 12).
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 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 5.
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 **22 March 2024**. 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 **22 March 2024** if this is sooner.
29. WCC will not make an additional offer between the end of the iterative process and **10 April 2024** which may impact on an offer being made by another participating LA.
30. 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.
31. WCC will participate in the offer data checking exercise to be scheduled between **25 March and 10 April 2024** 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 **10 April 2024**.

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 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.

35. On **16 April 2024**, 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 1st class post on **16 April 2024**.

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-borough¹ area that is considered a reasonable² 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 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 2024** 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 2024**.

36. WCC will provide nursery or primary schools with destination data of its resident applicants by the end of the Summer term 2024.

Post-offer

37. WCC will request that resident applicants accept or decline the offer of a place by **30 April 2024**, 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 **30 April 2024**, WCC will forward the information to the maintaining LA by **7 May 2024**. Where such information is received from applicants after **30 April 2024**, 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 2021.

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

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

40. 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.
41. 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.
42. 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.
43. 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.
44. 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.
45. 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.
46. 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.
47. 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.
48. 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.
49. 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 2024** 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 2021.

SCHEDULE 1

Minimum Content of CAF (paper and online) for Reception/Junior in 2024/25

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 2024/25

From: Home LA

Date: **16 April 2024**

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 2024** [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 2024/25:

Mon 15 Jan 2024 <i>15 days</i>	Statutory deadline for receipt of applications
Fri 2 Feb 2024 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Thurs 8 Feb 2024	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.
Fri 9 Feb 2024	Deadline for the upload of late applications considered as “on-time” to the PLR.
Mon 12 –Fri 16 Feb 2024	Checking of application data
Mon 12 –Fri 16 Feb 2024	<i>Half Term</i>
Mon 19 Feb 2024 <i>18 days</i>	Ranking applications
Thurs 14 Mar 2024 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 22 Mar 2024	Final ALT file to PLR
Mon 25 Mar -Wed 10 Apr 2024	Checking of offer data
Mon 1 April to Fri 12 April	<i>Easter Holidays</i>
Wed 10 Apr 2024	Deadline for on-line ALT file to portal
Tues 16 April 2024 <i>10 days</i>	Offer notifications sent.
Tues 30 April 2024 <i>5 days</i>	Deadline for acceptances
Wed 8 May 2024	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.

Schools for which an additional supplementary form needs to be
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

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

Schools for which no additional form is needed
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.

**Pan-London Coordinated Admissions System for the
Academic Year 2024/25**

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



City of Westminster

CHILDREN'S SERVICES

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 2024/25

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 Westminster Council scheme for 2024/25 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 2024/25

1. WCC will advise home LAs of their resident pupils on 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. 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 brochure and CAF, including details of how to apply online. A Hints and tips leaflet (FAQs) is circulated to all primary schools at the beginning of the September.
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 2021.
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 brochure 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 2023**. 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 **14 December 2024**.
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 **14 November 2023**.

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 **14 November 2023**.

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 **14 November 2023**. 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 2024** 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 **14 December 2023**.

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 **14 December 2023**, 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 **15 December and 2 January 2024** 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 2024**. 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 **13 February 2024** if this is sooner.
29. WCC will not make an additional offer between the end of the iterative process and **1 March 2024** 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 **14 and 23 February 2024** 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 **26 February 2024**.

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 2024**, 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 1st class post on **1 March 2024**.

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):

- v) 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-borough³ area that is considered a reasonable⁴ alternative, if there are vacancies available. An offer may also be made for a neighbouring borough school.
- 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 2024** 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 2024**.

36. WCC will provide primary schools with destination data of its resident applicants by the end of the Summer term 2024.

Post-offer

37. WCC will request that resident applicants accept or decline the offer of a place by **15 March 2024**, 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 2024**, WCC will forward the information to the maintaining LA by **22 March 2024**. Where such information is received from applicants after **15 March 2024**, 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 2021.

³ Bi-borough is –The Royal Borough of Kensington and Chelsea and Westminster Council.

⁴ A reasonable alternative is considered to be a secondary school within a 3 mile walking distance from home.

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 National Offer day, 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 2021.

SCHEDULE 1

Minimum Content of CAF (paper and online) for Admissions to Year 7 2024/25

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 2024/25

From: Home LA

Date: **1 March 2024**

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 2024** [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 2024/25:

Date & working days	Process
Tues 31 Oct 2023 <i>10 days</i>	Statutory deadline for receipt of applications
Tues 14 Nov 2023 <i>21 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Tues 12 Dec 2023	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.
Thurs 14 Dec 2023	Deadline for the upload of late applications considered as “on-time” to the PLR.
Fri 15 Dec 2023 – Tues 2 Jan 2024	Checking of application data
Wed 3 Jan 2024 <i>18 days</i>	Ranking applications
Mon 29 Jan 2024 <i>8 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 9 Feb 2024	Final ALT file to PLR*
Mon 12 to Tues 13 Feb 2024	*Additional iterations if needed
<i>Mon 12 to Fri 16 Feb 2024</i>	<i>Half Term</i>
Wed 14 – Fri 23 Feb 2024 <i>7 days</i>	Checking of offer data
Mon 26 Feb 2024 <i>3 days</i>	Deadline for on-line ALT file to portal
Fri 1 Mar 2024 <i>10 days</i>	Offer notifications sent.
Fri 15 Mar 2024 <i>5 days</i>	Deadline for acceptances
Fri 22 Mar 2024	Deadline for transfer of acceptances to maintaining LAs

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.

Westminster schools requiring an additional supplementary form:
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
Westminster schools for which no additional form is required:
Harris Academy, St John's Wood
King Solomon Academy
Paddington Academy
Pimlico Academy

SCHEDULE 5

EXPLANATORY NOTE - THE EQUAL PREFERENCE SYSTEM

4. 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.
5. 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.
6. 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.