

Waltham Forest School
Admission Arrangements 2018/19

Background

In accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, admission authorities are required to determine their admission arrangements each year. London Borough Waltham Forest is the admission authority for all community and voluntary controlled schools within the borough.

The admission arrangements for all schools must be determined in advance of the academic year to which they are relevant. For the academic year **2018/19**, all admission authorities must have determined their arrangements by **28 February 2017**.

What are admission arrangements?

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places. It describes the full set of arrangements on how a school will admit pupils. This includes the published admission number (the maximum number of pupils intended to be admitted to the relevant year group), the oversubscription criteria and information on waiting lists.

It is a requirement that any proposed changes to admission arrangements are consulted on to a schedule set by the Department for Education.

Academies, including free schools, voluntary aided and foundation schools are also required to consult if they intend to change their admission arrangements. The local authority will respond to those consultations, ensuring they are in accordance with the Admissions Code.

Primary School Admissions	
Proposed Pan London Co-ordinated scheme	No changes proposed
Proposed admissions criteria	No changes proposed
Proposed admission numbers for community and voluntary controlled primary schools	No changes proposed
Other proposed changes	No changes proposed
Secondary School Admissions	
Proposed Pan London co-ordinated scheme	No changes proposed

Appendix A: Waltham Forest Admission Arrangements 2018/19

Proposed admissions criteria	No changes proposed
Proposed admission numbers for community secondary schools	No changes proposed
Other proposed changes	No changes proposed
In- Year School Admissions	
Proposed in-year admissions scheme	No changes proposed

Proposed Pan London co-ordinated scheme - Arrangements for Primary Transfer

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.

All LAs co-ordinate all applications to maintained schools under one scheme. Parents living in Waltham Forest should send their application form to Waltham Forest LA for processing, regardless of which schools they express preferences for. Waltham Forest will then pass information to other 'maintaining' authorities about applications to schools in their area, and the maintaining authority will inform Waltham Forest if a place is available. Waltham Forest will send an offer of a school place to parents.

The Schools Admissions Code includes a requirement for each admission authority to maintain a waiting list for at least one term in the academic year of admission for every oversubscribed school. Waltham Forest LA will maintain an initial waiting list for community and voluntary controlled schools, after which parents must confirm whether or not they wish to be on a new waiting list.

Admission authorities must include the fact they will hold waiting lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received or their name added to the list.

No changes to the Waltham Forest existing scheme are proposed.

The proposed scheme and timetable for 2018/19 are set out in Appendix 1

Proposed criteria for admission to Waltham Forest community primary schools

Co-ordinated admissions for primary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

There are no proposed changes to the oversubscription criteria for community primary schools.

Waltham Forest's proposed criteria for admission to community schools appear in Appendix 2.

Proposed admission numbers for community primary schools

There are no proposed changes to the admission numbers for community and voluntary controlled primary schools.

Waltham Forest's proposed admission numbers for community and voluntary controlled primary schools are set out in Appendix 3.

Proposed Pan London co-ordinated scheme - Arrangements for Secondary Transfer

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate for consultation a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.

All LAs co-ordinate all applications to maintained schools under one scheme. Parents living in Waltham Forest should send their application form to Waltham Forest LA for processing, regardless of which schools they express preferences for. Waltham Forest will then pass information to other 'maintaining' authorities about applications to schools in their area, and the maintaining authority will inform Waltham Forest if a place is available. Waltham Forest will send an offer of a school place to parents.

The Schools Admissions Code includes a requirement for each admission authority to maintain a waiting list for at least one term in the academic year of admission for every oversubscribed school. Waltham Forest LA will maintain an initial waiting list for community schools, after which parents must confirm whether or not they wish to be on a new waiting list.

Admission authorities must include the fact they will hold waiting lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received or their name added to the list.

No changes to the Waltham Forest existing scheme are proposed.

The proposed scheme and timetable for 2018/2019 are set out in Appendix 1.

Proposed criteria for admission to Waltham Forest community secondary schools

Co-ordinated admissions for secondary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

There are no proposed changes to the oversubscription criteria for community secondary schools.

Waltham Forest's proposed criteria for admission to community schools appear in Appendix 2.

Proposed admission numbers for community secondary schools

There are no proposed changes to the admission numbers for community secondary schools.

Waltham Forest's proposed admission numbers for community secondary schools are set out in Appendix 4.

Proposed In-Year Admissions Scheme for Waltham Forest Schools

The Admissions Code 2012 removed the duty on Local Authorities to coordinate in-year admissions from September 2013. Waltham Forest wishes to continue to coordinate in-year albeit as the **maintaining LA** rather than home LA.

Co-ordination is the most effective way of ensuring that children out of school are tracked and monitored and placed as quickly as possible. This safeguarding element has been a particular strength of in-year coordination since its introduction and there is a significant risk that young people may slip through the net if we adopt a system whereby applicants submit individual school applications.

Waltham Forest is therefore proposing that, from September 2018, it coordinates in-year admissions and waiting lists as a maintaining Local Authority for all Waltham Forest schools (academy, free, community, trust, voluntary aided, voluntary controlled), **with the exception of the Federation of St Mary's and St Saviours Primary Schools, Larkwood (dependent upon their current consultation exercise) and Highams Park School who have opted to conduct their own in-year admissions.**

Full details of the scheme are attached but key features of the proposed scheme are as follows:

- Applicants wanting to apply for a school within Waltham Forest for which the LA coordinates in-year must apply on the borough's In-Year Common Application Form (iCAF). Applicants can name up to three schools.
- Applicants wanting to apply for a school who coordinate their own in-year applications must apply directly to the school.
- Waltham Forest residents wishing to apply for schools in other boroughs must apply through that borough's arrangements.
- The formal notification of the application outcome would be made by the maintaining admissions authority.
- Waltham Forest's Admissions team will continue to directly administer community and voluntary controlled school admissions including waiting lists.
- Where own admission authority schools (i.e. academies, free schools and voluntary aided schools) elect to administer their own in year applications they will maintain waiting lists and determine whether a place can be offered. VA schools will retain a supplementary form, if they currently use one, for applicants applying for a place on faith grounds.
- It is crucial that the Admissions team hold up-to-date information about school vacancies so that correct advice can be provided to parents. Schools are required to provide a weekly return to the Admissions team to confirm roll numbers for each year group
- Schools are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number.
- As with entry to Reception year and secondary transfer, unsuccessful applicants have a right of appeal to an independent appeal panel. Own admission authority schools must make arrangements for appeal hearings.

The proposed scheme

Applications

1. Applications for children applying for Waltham Forest schools will be made on the form provided either online or in hard copy. A form will be available for primary and secondary in-year requests.
2. The form provided by Waltham Forest will provide space to name up to three preferences in rank order. Parent/carers can add further preferences at any time.
3. Waltham Forest will notify the Home LA of all in-year applications submitted that are not borough residents. This procedure is to ensure the Home LA has an overview of children without a school place and school to school transfer requests and retains its safeguarding responsibilities.
4. Any preferences made for own admission authority schools in Waltham Forest will be passed to the respective school(s) within 5 school days using a secure means of exchange.
5. Where an own admission authority school in Waltham Forest receives a supplementary form, it will advise the parent/carer to complete the Waltham Forest in-year form to formally register their application.
6. Waltham Forest undertakes to carry out address verification as appropriate. Where it has not been possible to validate an address of an applicant, Waltham Forest will request evidence of residence and occupancy as appropriate.
7. Waltham Forest will confirm the status of any resident child for whom it receives a Common Application Form, stating if s/he is a child looked after, subject to an adoption, residence, or special guardianship order, and will notify the Home LA if the child is not resident in Waltham Forest.

Processing

8. To determine the availability of places, all Waltham Forest schools will be required to provide the Admissions Team with a weekly return (each Thursday) confirming their roll number, vacancies and waiting list numbers (where appropriate) for each year group.

9. Waltham Forest Admissions Team will carry out the following functions to process applications for its schools:
 - i) Where an application is not fully completed, the applicant will be notified the application is invalid until all the information is received.
 - ii) Waltham Forest will use a secure means to exchange data with its schools and other LAs.

Notification of outcome

10. Waltham Forest will aim to notify the outcome of an application made for one of its schools within 15 school days. If the applicant is a resident of Waltham Forest, and it has not been possible to offer a place at the preferred school(s) applied to, the applicant will be offered the nearest alternative school place available in the relevant year group, along with the opportunity to be added to a waiting list for their preferred school(s) and details of their right of appeal. If it has not been possible to make a decision within 15 school days, the parent/carer will be kept informed of progress.
11. Where an application has been made to Waltham Forest, and it has not been possible to offer a place for a child resident in another borough, the parent will be notified of the outcome of their application, the opportunity to be added to a waiting list and details of their right of appeal. The name of the Home LA will be provided in the notification letter.
12. Waltham Forest will use a formal notification letter to inform of the outcome of the application and indicate, where applicable, that the decision is on behalf of the governing body (for VA schools and academies).
13. Where an offer can be made for a child currently on roll at another Waltham Forest school, the child's current school will be informed once the parent has indicated that they will be accepting the offer.
14. Where it is evident that more than one school place can be offered, Waltham Forest will eliminate all but the highest ranked offer where an applicant has ranked schools in order of preference on the Waltham Forest form. Any lower

preferences will be withdrawn at this point but can be reapplied for at any time.

15. Where it is evident that more than one school place can be offered as a result of liaison with applications made to school(s) in other LAs, Waltham Forest will contact the parent/carer to establish which offer will be accepted and free up any potential multiple offers.
16. Waltham Forest will inform the applicant's Home LA of the outcome of the application.

Post-offer

17. Parents must accept or decline the offer of a place within 5 working days of an offer being made.
18. Where a parent/carer does not respond within this timeframe, Waltham Forest will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and, where appropriate, liaise with the offered school. Where the parent fails to respond and Waltham Forest can demonstrate that every reasonable effort has been made to contact the parent, the offer of a place will be withdrawn.
19. The Admissions team will refer the details of any child that is resident in Waltham Forest, and any additional information, to the Education Welfare Service in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer.
20. Waltham Forest will refer the details, and any additional information, of any child not resident in Waltham Forest to their Home LA in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer

Waiting Lists

21. The waiting lists for all year groups in all Waltham Forest community and voluntary controlled schools will be held and administered by the Waltham

Forest Admissions team and will be ordered in accordance with the published admission criteria for the respective school. Parents/carers that approach community schools direct, that want to be added to a waiting list, will be required to complete the Waltham Forest in-year form.

22. Waltham Forest's own admission authority schools will maintain their own waiting lists. When a place can be offered, the school will provide the Admissions team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. The parent/carer will be notified of the offer by Waltham Forest Admissions team and on behalf of the governing body.
23. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided. The Admissions team will work closely with its schools to place the child on roll as soon as reasonably practical.
24. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

APPENDIX 1

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Year 7 and Reception in Maintained Schools and Academies in 2018/2019

Contents

Definitions used in this document

Template scheme for co-ordination of admissions to Year 7 in September 2018

Template scheme for co-ordination of admissions to Reception in September 2018

Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Template outcome letter -Year 7 and Reception Schemes (Schedule 2)

Timetable for Year 7 Scheme (Schedule 3A)

Timetable for Reception Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Year 7 and Reception in 2018/2019

Definitions used in the template schemes

“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	the IT module for administering admissions in

“(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Year 7 in 2018/2019

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Waltham Forest will advise home LAs of their resident pupils on roll of Waltham Forest's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Waltham Forest will be made on Waltham Forest's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Waltham Forest to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Waltham Forest will take all reasonable steps to ensure that every parent/carer who is resident in the borough and has a child in their last year of primary education within a maintained school, either in Waltham Forest or any other maintaining LA, receives a copy of Waltham Forest's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Waltham Forest, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
4. The admission authorities within Waltham Forest will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Waltham Forest, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Waltham Forest, they will be available on Waltham Forest's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Waltham Forest's admission booklet and website will indicate

- which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Waltham Forest receives a supplementary information form, Waltham Forest will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
 7. *Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
 8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Waltham Forest expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
 9. Waltham Forest undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Waltham Forest's primary school data and the further investigation of any discrepancy. Where Waltham Forest is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 December 2017**.
 10. Waltham Forest will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2017**.
 11. Waltham Forest will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2017**.

Processing

12. Applicants resident within Waltham Forest must return the Common Application Form, which will be available and able to be submitted on-line, to the LA by **31 October 2017**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme,

- will be up-loaded to the PLR by **14 November 2017**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. [Waltham Forest shall, in consultation with the admission authorities within Waltham Forest's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
 15. * Waltham Forest will accept late applications only if they are late for a good reason, deciding each case on its own merits.
 16. Where such applications contain preferences for schools in other LAs, Waltham Forest will forward the details to maintaining LAs via the PLR as they are received. Waltham Forest will accept late applications which are considered to be on time within the terms of the home LA's scheme.
 17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 December 2017**.
 18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **11 December 2017**, on the basis that an on-time application already exists within the Pan-London system.
 19. Waltham Forest will participate in the application data checking exercise scheduled between **12 December 2017 and 2 January 2018** in the Pan-London timetable in Schedule 3A.
 20. All preferences for schools within Waltham Forest will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Waltham Forest have provided a list of applicants in criteria order to Waltham Forest, the LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
 21. Waltham Forest will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
 22. Waltham Forest will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **2 February 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

23. The LAS of Waltham Forest will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **15 February 2018** if this is sooner.
24. Waltham Forest will not make an additional offer between the end of the iterative process and **1 March 2018** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Waltham Forest's schools, Waltham Forest will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Waltham Forest 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, Waltham Forest will accept that the applicant(s) affected might receive a multiple offer.
26. Waltham Forest will participate in the offer data checking exercise scheduled between **16 and 22 February 2018** in the Pan-London timetable in Schedule 3A.
27. Waltham Forest will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2018**. (33 London LAs & Surrey LA only).

Offers

28. Waltham Forest 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. An offer will be made to the closest school to the home address which has a vacancy.
29. Waltham Forest will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. Waltham Forest's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2018**, Waltham Forest will send by first class post notification of the outcome to resident applicants.

32. * Waltham Forest will provide primary schools with destination data of its resident applicants by the end of the Summer term 2018.

Post Offer

33. Waltham Forest will request that resident applicants accept or decline the offer of a place by **15 March 2018**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Waltham Forest accepts or declines a place in a school within the area of another LA by **15 March 2018**, Waltham Forest will forward the information to the maintaining LA by **22 March 2018**. Where such information is received from applicants after **15 March**, Waltham Forest will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Waltham Forest, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Waltham Forest will inform the home LA, where different, of an offer for a maintained school or Academy in Waltham Forest which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
37. When acting as a maintaining LA, Waltham Forest and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Waltham Forest will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
39. When acting as a home LA, when Waltham Forest is informed by a maintaining LA of an offer which can be made to an applicant resident in Waltham Forest which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
40. When acting as a home LA, when Waltham Forest has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Waltham Forest will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

42. When acting as a maintaining LA, Waltham Forest will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting Lists

43. The waiting lists for year 7 entry during the normal round of admissions in all Waltham Forest community schools will be held and administered by the Waltham Forest Admissions team and will be ordered in accordance with the published admission criteria for the respective school.
44. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Reception/Junior in 2018/2019

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Applications from residents of Waltham Forest will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Waltham Forest will take all reasonable steps to ensure that every parent/carer who is resident in Waltham Forest and has a child in a nursery class within a maintained school, either in Waltham Forest or any other maintaining LA, receives a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Waltham Forest, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
3. The admission authorities within Waltham Forest will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Waltham Forest, 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 supplementary information forms are used by admission authorities in Waltham Forest, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Waltham Forest's admission booklet and website will indicate which schools in Waltham Forest require supplementary forms to be completed and where they can be obtained.
5. Where a school in Waltham Forest receives a supplementary information form, Waltham Forest will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

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 Common Application Form will not be revealed to a school within the area of Waltham Forest in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Waltham Forest expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Waltham Forest 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 Waltham Forest's maintained nursery and primary school data and the further investigation of any discrepancy. Where Waltham Forest is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **16 February 2018**.
9. Waltham Forest will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **2 February 2018**.
10. Waltham Forest will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **2 February 2018**.

Processing

11. Applicants resident within Waltham Forest must return the Common Application Form, which will be available and able to be submitted on-line, to Waltham Forest by **15 January 2018**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Waltham Forest's scheme, will be up-loaded to the PLR by **5 February 2018**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. [Waltham Forest shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
14. * Waltham Forest will accept late applications only if they are late for a good reason, deciding each case on its own merits.

15. Where such applications contain preferences for schools in other LAs, Waltham Forest will forward the details to maintaining LAs via the PLR as they are received. Waltham Forest will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 February 2018**.
17. *Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 February 2018**, on the basis that an on-time application already exists within the Pan-London system.
18. Waltham Forest will participate in the application data checking exercise scheduled between **13 and 19 February 2018** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Waltham Forest will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Waltham Forest have provided a list of applicants in criteria order to Waltham Forest, the LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. Waltham Forest will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Waltham Forest will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **15 March 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Waltham Forest will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **23 March 2018** if this is sooner.
23. Waltham Forest will not make an additional offer between the end of the iterative process and the **16 April 2018** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Waltham Forest's schools, Waltham Forest will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Waltham Forest 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, Waltham Forest will accept that the applicant(s) affected might receive a multiple offer.

25. Waltham Forest will participate in the offer data checking exercise scheduled between **26 March and 9 April 2018** in the Pan-London timetable in Schedule 3B.
26. Waltham Forest will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2018**. (33 London LAs & Surrey LA only).

Offers

27. Waltham Forest 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. An offer will be made to the closest school to the home address which has a vacancy.
28. Waltham Forest will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. Waltham Forest's outcome letter will include the information set out in Schedule 2.
30. Waltham Forest will, on **16 April 2018**, send by first class post notification of the outcome to resident applicants.
31. * Waltham Forest will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2018.

Post Offer

32. Waltham Forest will request that resident applicants accept or decline the offer of a place by **30 April 2018**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Waltham Forest accepts or declines a place in a school maintained by another LA by **30 April 2018**, Waltham Forest will forward the information to the maintaining LA by **8 May 2018**. Where such information is received from applicants after **30 April**, Waltham Forest will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Waltham Forest, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Waltham Forest will inform the home LA, where different, of an offer for a maintained school or Academy in Waltham Forest which

can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.

36. When acting as a maintaining LA, Waltham Forest and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Waltham Forest will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when Waltham Forest is informed by a maintaining LA of an offer which can be made to an applicant resident in Waltham Forest which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, when Waltham Forest has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Waltham Forest will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Waltham Forest will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting Lists

42. The waiting lists for reception and junior entry during the normal round of admission in all Waltham Forest community schools will be held and administered by the Waltham Forest Admissions team and will be ordered in accordance with the published admission criteria for the respective school.

43. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

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

**Minimum Content of Common Application Form for Admissions to Year
7 and Reception in 2018/2019**

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

Other:

Signature of parent or guardian
Date of signature

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2018/2019

From: Home LA

Date: **1 March 2018 (sec)**

16 April 2018 (prim)

Dear Parent,

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **15 March 2018 (sec) / 30 April 2018 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A**Timetable for Admissions to Year 7 in 2018/2019**

Fri 20 Oct 2017	Published closing date (Friday before half term)
Tues 31 Oct 2017	Statutory deadline for receipt of applications
Tues 14 Nov 2017	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 11 Dec 2017	Deadline for the upload of late applications to the PLR.
Tues 12 Dec 2017- Tues 2 Jan 2018	Checking of application data
Fri 2 Feb 2018	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thur 15 Feb 2018	Final ALT file to PLR
Fri 16 – Thurs 22 Feb 2018	Checking of offer data
Fri 23 Feb 2018	Deadline for on-line ALT file to portal
Thurs 1 Mar 2018	Offer letters posted.
Thurs 15 Mar 2018	Deadline for return of acceptances
Thurs 22 Mar 2018	Deadline for transfer of acceptances to maintaining LAs

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3B**Timetable for Admissions to Reception/Junior in 2018/2019**

Mon 15 Jan 2018	Statutory deadline for receipt of applications
Mon 5 Feb 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 12 Feb 2018	Deadline for the upload of late applications to the PLR.
Tues 13 – Tues 20 Feb 2018	Checking of application data
Thurs 15 Mar 2018	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 23 Mar 2018	Final ALT file to PLR
Mon 26 Mar- Mon 9 Apr 2018	Checking of offer data
Wed 11 Apr 2018	Deadline for on-line ALT file to portal
Mon 16 April 2018	Offer letters posted.
Mon 30 April 2018	Deadline for receipt of acceptances
Tues 8 May 2018	Deadline for transfer of acceptances to maintaining LAs

APPENDIX 2

PROPOSED WALTHAM FOREST COMMUNITY AND VOLUNTARY CONTROLLED SCHOOL ADMISSIONS CRITERIA 2018/2019

Priority 1 – Looked-After or previously Looked-After Children

Priority 2 – Medical or Social reasons or Children ‘At Risk’

Priority 3 – Siblings

Priority 4 – Children of staff at the school

Priority 5 - Distance

Definitions

Looked-After or Previously Looked-After Children

Looked after children are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately prior to becoming adopted or became subject to a child arrangement order, or special guardianship order.

Medical or social reasons and Children 'at risk'

Medical or social reasons can only be taken into account where information is provided by the 31 October 2017 for secondary applications and 15 January 2018 for reception/junior applications. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school under this criterion. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions, the school named would normally be the closest school to the child's address for consideration to be given on mobility grounds.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the closest school to the child's address
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest). Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

The Admissions Panel that will determine each case will be made up of Officers of the LA who will make a decision based on the evidence provide by the parent(s)/carer(s). It is the parent(s)/carer(s) responsibility to supply all the relevant information to support their application. The Panel reserves the right to seek further professional advice where necessary.

A child is 'at risk' if they are currently on, subject to or under consideration for a Child Protection Plan.

Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

For primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.'

Children of staff at the school

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Distance

Distance is measured from the child's permanent address to the designated main gate of the school.

- Distance is measured using a straight line from the child's permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the school.
- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Waltham Forest School Admissions Service.
- If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Waltham Forest will make decisions for community and voluntary aided schools on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Waltham Forest will also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the LA will set out clearly the reasons for their decision.

APPENDIX 3

PROPOSED ADMISSION NUMBERS FOR PRIMARY SCHOOLS

School	PAN 2018/2019
Ainslie Wood Primary School	60
Barclay Primary School	120
Barclay Primary School (site 2)	60
Barn Croft Primary School	30
Buxton School	120
Chapel End Infant & Junior Schools	90
Chase Lane Primary School	90
Chingford CofE Primary School	60
Chingford Hall Primary School	60
Coppermill Primary School	30
Davies Lane Primary School	120
Dawlish Primary School	30
Downsell Primary School	90
Edinburgh Primary School	90
Emmanuel School	30
George Mitchell School	60
George Tomlinson Primary School	90
Greenleaf Primary School	60
Gwyn Jones Primary School	60
Handsworth Primary School	60
Henry Maynard Primary School	120
Hillyfield at the Park Primary	120
Hillyfield on the Hill Primary	90
Jenny Hammond Primary School	60
Larkwood Primary School	90
Longshaw Primary School	60
Mayville Primary School	90

School	PAN 2018/2019
Mission Grove Primary School	90
Mission Grove Primary (site 2)	30
Newport Primary School	120
Oakhill Primary School	30
Our Lady and St George's RC	60
Parkside Primary School	60
Riverley Primary School	60
Roger Ascham Primary School	60
Selwyn Primary School	90
South Grove Primary School	60
St Joseph's RC I & J Schools	60
St Mary's CofE Primary School	90
St Mary's RC Primary School	30
St Patrick's RC Primary School	60
St Saviour's CofE Primary School	60
Stoneydown Park Primary School	90
Sybourn Primary School	90
Thomas Gamuel Primary School	60
Thorpe Hall Primary School	90
Walthamstow Primary Academy	60
Whitehall Primary School	60
Whittingham Primary School	60
Willow Brook Primary School	90
Winns Primary School	120
Woodford Green Primary School	30
Woodside Primary School	180
Yardley Primary School	60

APPENDIX 4**PROPOSED ADMISSION NUMBERS FOR SECONDARY SCHOOLS**

School	PAN 2018/2019
Buxton	180
Chingford Foundation	240
Connaught	120
Eden Girls School	120
Frederick Bremer	180
George Mitchell	120
Heathcote	240
Highams Park	240
Holy Family	240
Kelmscott	180
Lammas	180
Leytonstone	180
Norlington	132
Rush Croft	180
Walthamstow Academy	180
Walthamstow School for Girls	180
Willowfield	180