Introduction

This Protocol sets out mandatory elements that London LAs have agreed to include in their proposed in year coordinated schemes, and desirable elements that may not be agreed by all LAs but which would improve cross border coordination.

- The mandatory elements of the Pan-London Protocol are in normal text
- The desirable elements of the Pan-London Protocol are denoted by a star *

Definitions

“the Home LA” the LA in which the child is resident

“the Maintaining LA” the LA which maintains a school to which an applicant has applied

Section 1: Applications

1. Applications for children resident in this LA will be made on this LA’s Common Application Form. This will include all the fields and information specified in Schedule 1 to this Protocol. 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. Applications for children living elsewhere in England will be referred to their Home LA to be considered under their Home LA’s scheme, unless evidence of an imminent move is provided, and this is agreed by both LAs.

3. Applications for children living outside of England will be considered in accordance with this LA’s protocol for dealing with applicants from abroad.

4. *This LA will allow parents to submit an online enquiry through the LA website to express an interest in applying for a school place in-year.

5. The admission authorities within this LA will not use supplementary 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 forms are used by the
admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.

6. Where supplementary forms are used, they will be available from the school concerned and available on this LA’s website. Any supplementary forms must advise parents that they must also complete their Home LA’s Common Application Form. This LA’s admission booklet and website will indicate which of this LA’s schools require supplementary forms to be completed and where they can be obtained.

7. Where an admission authority in this LA receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on their Home LA’s Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.

8. Applicants will be able to express a preference for a minimum of three maintained primary/secondary schools or Academies within and/or outside the Home LA (and any City Technology College that has agreed to participate in their LA’s Scheme). This LA will accept any preference received from a Home LA for a maintained school or academy in its area.

9. 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 1.76 of the School Admissions Code. However, where a parent of a child resident in this LA 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.

10. This LA undertakes to carry out address verification for each application made by a resident within this LA. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA as soon as it becomes apparent.

11. This LA will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in this LA’s area as soon as it is received.

12. This LA will advise a maintaining LA of the reason for any preference expressed for a school not in this LA’s area, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

Section 2: Processing

13. Applicants with children resident within this LA must complete and return the Common Application Form to this LA.

14. An application for a child resident outside of this LA will not be considered until a Common Application Form has been fully completed and returned to the Home LA.
15. Where an application is not fully completed, this LA will not treat the application as valid until all information is received.

16. This LA will aim to share fully completed application data with other LAs, where it relates to preferences for schools in that LA, within 5 working days of the application being fully completed. This LA will aim to share supplementary information received with the Common Application Form with maintaining LAs by the same date.

17. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative secure arrangements will be made to forward data and supporting information to LAs that do not have access to this site.

18. Where it is the policy of this maintaining LA to request background information from a previous school before a place is offered, acting as a Home LA, it will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received.

Section 3: Offers

19. This LA will aim to share the outcome of an application for one of its schools with the Home LA within 10 school days of receiving the data. (Where it is clear to this LA that no vacancy exists for the child, this LA will inform the Home LA as soon as possible after receipt of the application data). If it has not been possible to make a decision within 10 school days, this LA undertakes to send details of the outcome of an application for one of its schools to the Home LA as soon as a decision is made, but within at least 20 school days of receiving the application data.

20. Where it has not been possible to share the outcome of an application for any school within 10 working days of receiving the data, this LA understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of this LA’s school.

21. Acting as Home LA, this LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within 10 working days, and where it has been informed by a maintaining LA that a place is available, will advise that LA whether or not the place is required.

22. Acting as Home LA, this LA will satisfy itself that each applicant’s date of birth is correct.

23. Acting as Home LA, this LA will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Home LA or in other LAs.

24. *This authority shall use the form of Notification Letter set out in Schedule 2.

25. Where it has not received an outcome for a school within another maintaining LA which is a higher preference than the school offered, this LA, as Home LA,
will case manage that application until an outcome can be sent in respect of each higher preference school named on the Common Application Form.

26. Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will pass responsibility to the new Home LA who, once they are satisfied that the applicant has moved, will accept responsibility for the applicant.

**Section 4: Post-offer**

27. This LA will request that resident parents accept or decline the offer of a place within two weeks.

28. Where a parent does not respond within this timeframe and the application is for an out-borough school, this LA, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Only where the parent fails to respond and this LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority.

29. Where a parent resident in this LA accepts or declines a place in a school maintained by another LA, this LA will forward the information to the maintaining LA as soon as it is received.

30. This LA will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within **5 working days** of being placed on roll.

31. This LA will notify the Home LA of any appeals that are upheld for this LA’s schools.

**Section 5: Waiting Lists**

32. Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in this LA at the request of the Home LA.

33. Where a place is available to be offered from the waiting list to a child resident in another LA, this LA will advise the Home LA so that they might formally offer the place.

34. Where this LA is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.

July 2009
SCHEDULE 1

This LA’s Common Application Form will contain the following fields.

Child’s details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school
- If currently in school, reason for transfer
- Permanent exclusions
- Does the applicant have a statement of SEN?
- Is the child Looked After?

Parent’s/Carer’s details:

- Title
- Forename
- Surname
- Address (if different to child’s address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility?

Preference details (minimum of 3):

- Name and DCSF number of school
- Preference ranking
- Local Authority in which the school is based
- Sibling Details
- Reasons for Preference (including any medical or social needs)

Other:

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms
London Inter Authority Admissions Group

Co-ordination of In Year Admissions

Issues which each LA will need to consider and address locally

- The information that will be available on the LA website (How to access a CAF, SIFs, how to appeal)
- Whether they will have a separate form for children wanting to transfer schools
- Any additional questions they might wish to ask on their CAF, over and above the minimum requirement in the Protocol. LAs must consider how they will gather this information for O/B residents also. Some suggestions are for Council Tax reference, previous school history, date place is required, nearest school with a vacancy request
- If a LA decides to ask for information on the CAF or any other form that is not compliant with the Code, they are advised to seek their own legal advice
- Any additional information they might wish to ask after offer?
- How the LA will manage the FAP if they do not have additional data
- How the LA might liaise with applicants who are wishing to transfer school
- The mechanism for parents to express an interest online – this may be through a generic online query to the LA, a specific online enquiry to the Admissions team or an online form
- Raising awareness within their LA that supplementary forms are not to be treated as a valid application
- The number of preferences that it wishes to use. We have not been able to reach a consensus across London. But, maintaining LAs must accept any valid preference for one of its schools from another LA, even if the preference is lower than the number they would accept as a Home LA
- Consider whether to give parents the opportunity to request ‘nearest school with a vacancy’ on their application form
- Production of a booklet containing the LA’s policy and procedure on in-year admissions
- Where and how they wish the CAF and booklet to be made available – may be varying practice. Some LAs might only make available in person, others on the website and through schools. If through schools need to make sure that this isn’t mandatory (to protect preference confidentiality) and that schools don’t give the impression they can offer
- Determine how and when they will seek evidence of date of birth in accordance with the protocol
- Review and update protocol for dealing with applications from abroad – perhaps liaise with neighbouring boroughs?
• If applicable, how they will ensure requirements for testing fit in with scheme
• How LA/school meetings with parents fit in with the timescales in the protocol
• How AA school admission committees can make decisions within the timescales in the protocol
• How waiting lists will be managed. VA and Foundation schools are still the AA for their schools and they are not obliged to share their waiting lists. Clearly it would be helpful if they do, but LAs must not be seen to be taking away their duty to consider and prioritise applicants. Schools must however share information that the LA requires to manage its coordinated scheme, so may be able to include in schemes if schools agree
• How often waiting lists will be reviewed for schools within the LA
• Whether they might cancel w/lists or ask for details from schools in the Summer term 2010, so that the LA database is up to date for the Autumn
• How vacancies will be identified and how numbers on roll will be checked
• How application data will be shared with maintaining LAs – ADT/Excel
• If ADT, how will other data be shared that is not part of xml schema
• How application data will be shared with schools – SAM, S2S, Pan London Support site, e-mail (secure)
• Prioritising applications that include out-borough preferences to ensure that data is shared within timescales
• How outcome data will be shared between LAs, and confirmation given that a place is required or not
• Timeframe for allowing new applications and w/list requests?
• Timeframe that the LA expects one of its schools to admit after offer – maybe termly or half termly admissions for some schools?
• How they will ‘case-manage’ applications to conclusion
• As maintaining LA, how they will track each offer until an on roll date is confirmed
• What checks they might make before withdrawing an offer, and how they will ensure that maintaining LA is included
• How and when the LA will allocate a place at another one of its school if it is unable to offer a preference and if another school has a vacancy
• How their FAP process will fit within the new in-year admission process

July 2009