



Report for: ACTION

Item Number: 4

Contains Confidential or Exempt Information	NO
Title	School Admission Arrangements for 2024/25
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Portfolio(s)	Children's Services
For Consideration By	Cabinet
Date to be Considered	22 February 2023
Implementation Date if Not Called In	07 March 2023
Affected Wards	All
Keywords/Index	Admission Arrangements, School Admissions Code

Purpose of Report:

This report outlines the school admission arrangements and the published admission numbers (PAN) for 2023/24 which need to be determined by 28 February 2023.

1. Recommendations

It is recommended that cabinet approves:

- 1.1 The admissions arrangements 2024/25 for Ealing community schools (Appendix 1).
- 1.2 The published admission numbers for all Ealing community schools including a reduction of 15 places at Oldfield Primary School. (Appendix 1).
- 1.3 Ealing's scheme for co-ordination of admissions to Year 7 and Reception/Junior in 2024/25 as part of Pan London co-ordination (Appendix 2).

2. Reason for Decision and Options Considered

- 2.1 All admission authorities must determine their admission arrangements by 28 February every year, even if they have not changed from previous years and consultation has not been required. These are set out in paragraph 1.49 of the School Admissions Code.

3. Key Implications

Proposed changes to the admissions arrangements for community schools

- 3.1 The Local Authority is not proposing to make any changes to the community school admissions arrangements for 2024/25.

Admission Numbers

- 3.2 As part of determining the admission arrangements, all admission authorities must set an admission number for each relevant age group.
- 3.3 Where Admission authorities propose either to increase or keep the same Published Admission Number (PAN) they are not required to consult. For a community or voluntary controlled school, the local authority (as the admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator must have regard when considering any such objection.
- 3.4 Admission authorities must notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it must notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively. Admission authorities may also admit above their PAN in-year.
- 3.5 Any admissions above the PAN will not constitute an increase to the agreed PAN.
- 3.6 The proposed published admission numbers for 2024/25 are in Appendix 1. The Local Authority are proposing a reduction of 15 places at Oldfield Primary School. This is based on current and projected numbers for 2024/25.
- (a) Oldfield Primary School falls within the GNP central planning area. In October 2022 there were 446 reception pupils on roll at GNP central planning area schools against a PAN of 510. The latest projections for the GNP central planning area for 2024/25 is 421.

4. Financial

- 4.1 There are no financial implications arising from the proposals in this report to the Council's mainstream funding.
- 4.2 In December 2022, the DfE notified the Authority of its Dedicated Schools Grant (DSG) blocks for 2023-24. Central school's expenditure is funded from a separate Central School Services Block which totals £2.019 m for 2023-24 (excluding historic commitments). The Admissions service will be funded from this block. The budgeted cost for the Pupil Admissions service is £0.655m for 2023/24 which was agreed by the Schools Forum in November 2022. There is no General Fund budget for this service.

5. Legal

- 5.1 The Council has a statutory duty to ensure a sufficiency of places in the area under section 14 of the Education Act 1996.
- 5.2 On 01 September 2021 a new School Admissions Code came into force. The School Admissions Code has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Schools Admission Code.
- 5.3 This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the Local Authority (and other admission authorities):
- 5.4 All admission authorities are required to consult in accordance with the Code where a decrease in a Published Admission Number (PAN) is proposed. That consultation must be for a minimum of 6 weeks and take place between 1 October and 31 January in the determination year.
- 5.5 Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. All schools identified in this report at para 3.6 are community schools.
- 5.6 The Council is also subject to the general Equality Duty under the Equality Act 2010 and must in exercise of its functions have due regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not;
 - (c) Foster good relations between people who share a protected characteristic and those who do not.

6. Value For Money

Not applicable

7. Sustainability Impact Appraisal

Not applicable

8. Risk Management

None

9. Community Safety

None

10. Links to the 3 Key Priorities of the Borough

None

11. Equalities, Human Rights and Community Cohesion

An Equalities Analysis Assessment is not required as there have been no changes to the admissions criteria.

12. Staffing/Workforce and Accommodation implications

None

13. Property and Assets

None

14. Any other implications

None

15. Consultation

- 15.1 Where changes are proposed to admission arrangements, all admission authorities must consult by 31 January on their admission arrangements that will apply for admission applications the following academic year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period. These are set out in paragraph 1.45 - 1.48 of the School Admissions Code.
- 15.2 The consultation period must last for a minimum of six weeks, between 1 October and 31st January, to ensure that all consultees have enough time to respond. Admission Authorities must determine their admission arrangements for 2024/25 by 28 February 2023.
- 15.3 For the duration of the consultation period, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. Failure to consult effectively may be grounds for subsequent complaints and appeals. These are set out in paragraph 1.48 of the School Admissions Code.
- 15.4 The consultation on the proposed reduction in the published admission number at Oldfield Primary School took place from the 07/11/2022 to the 24/12/2022. In addition, the governing body of the school was consulted and is supportive of the proposed reduction.
- 15.5 Ealing Admission Authority consulted by:
- ⓐ asking all schools to display posters inviting parents to respond to the consultation.
 - ⓑ emails were sent to all Ealing schools, London local authorities, and the diocese informing them of the location of the consultation documents on Ealing's website and inviting responses to the consultation.
- 15.6 The Ealing community school consultation ran from 07/11/2022 to the 24/12/2022 (6 weeks), during this time a copy of the full proposed admission arrangements (including the proposed PAN for all community schools) was published on the Ealing Council Website, inviting comments from parents, schools, local authorities and any other interested parties. No comments were received.

16. Timetable for implementation

Determination of the Admission Arrangements	By 28 February 2023
Publish on the website the determined admissions arrangements for all schools with information on how to refer objections to the Schools Adjudicator.	By 15 March 2023

17. Appendices

Appendix 1: Proposed Admission Arrangements 2024/25 for Ealing community schools, including published admission numbers (PAN).

Appendix 2: Ealing's Scheme for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2024/25.

18. Background Information

Schools Standards and Framework Act

1998 Education and Inspections Act 2006

Education and Skills Act 2008

The Equality Act 2010

The School Admissions (Infant Class Sizes) (England) Regulations 2012

School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014

Schools Admissions Code 2021

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Tamara Quinn	Business Planning and Resources - Strategic Lead	18/01/2023		
Kathleen Ennis	Principal Lawyer	20/01/2023		5. Legal
Emily Hill Russel Dyer	Chief Finance Officer Head of Accountancy	20/01/2023		4. Financial
Cllr. Kamaljit Nagpal	Cabinet Member			

Report History

Decision type:	Urgency item?
Non-key decision	No
Report no.:	Report author and contact for queries:
Joanne Bradley Head of Admissions & Fair Access x9662	

EALING COMMUNITY SCHOOL ADMISSIONS ARRANGEMENTS 2024/25

CONTENTS:

- 1. Admissions Arrangements 2024/25 for Ealing community primary, infant and junior schools.**
- 2. Admissions Arrangements 2024/25 for Ealing community high schools.**
- 3. Admissions Arrangements 2024/25 for Ealing community sixth forms.**
- 4. Published admission number (PAN) for Ealing community high, primary, infant and junior schools 2024/25.**

Admissions Arrangements for Ealing Community Primary, Infant and Junior schools 2024/25

The Admission criteria for nursery schools are the same as that for community primary schools.

IMPORTANT: Please note that admission to a nursery class does not guarantee admission to the main school on the nursery site.

Places in the normal (main) round are allocated according to the Pan London Co-ordinated Admissions Scheme for admission to reception / junior school. In-Year places are allocated according to the In-year coordinated scheme.

If there are fewer applicants than there are places available at the school everyone who applies will be offered a place.

Children who have an Education, Health and Care Plan which names the school will be allocated a place at the school.

If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan naming the school, the following criteria will be applied to determine who will be offered a place:

- 1. Children who are looked after or were previously looked after** Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (See below for definitions of children who are looked after or were previously looked after).
- 2. Siblings** Children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission (see below for definition of sibling).
- 3. Distance from home to school** Places are allocated to applicants who live closest to the school measured by straight-line. (See below for definition of distance).

Tie-breaker

If more applications are received in any one criterion than there are places available the tie breaker of distance will be used to determine priority. In cases where applicants live equidistant from the preferred school the place(s) will be allocated using random allocation.

Children of multiple births

The local authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child admitted.

Children of newly appointed staff

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the local authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the local authority are allocated a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date to the area and/or a unit postal address or quartering area address.

Deferred entry

Parents are entitled to a full-time school place in the September following their child's fourth birthday, however parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday.

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after the child turns five) and not beyond the beginning of the final term of the school year.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to defer entry need to apply by the closing date and when an offer is made inform the school that they want to defer entry or only attend part-time.

Delayed entry

Parents of a summer born child (born between 01 April and 31 August) 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.

An application and written request must be made to the Head of Admissions by the closing date 15 January, providing all of the reasons for the request with any supporting documentation that the parent wants taken into consideration.

The local authority must make decisions 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. They must also take into account the views of the head teacher of the school concerned.

If the parents case for delayed admission into reception is agreed the application for entry to reception in 2024 will be withdrawn. A new application must be made the following year for entry to reception in 2025 and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be offered in the preferred school.

If the parents request for delayed admission into reception is refused, the application for admission to reception to the child's normal age group will proceed. After the offer of a place has been made the parent could then inform the school that they want to defer entry as outlined above.

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.

A written request must be made to the Head of Admissions at the time of application providing all of the reasons for the request with supporting evidence i.e. school reports, medical reports, professional recommendations or any other documents to be taken into consideration.

The local authority must make decisions 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. They must also take into account the views of the head teacher of the school concerned.

If the local authority agrees to a parent's request for their child to be admitted out of their normal age group the application will be considered alongside all other applications in the requested year group. There would be no guarantee that a place would be offered in the preferred school.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception or admission outside of their child's normal age group they would have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers.

Waiting Lists

Children will automatically be placed on the waiting list for higher preferences than the school offered, lower preferences are automatically withdrawn.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority.

The community schools in Ealing will hold waiting lists for all year groups for one term, after which the waiting list will cease. If parents wish for their child to continue on the waiting list they will need to advise the admissions team before the start of the following term.

Definitions

Children who are looked after or were previously looked after - 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). 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 immediately following having been looked after. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Sibling - The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

Distance - The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system is an integral part of the admission software produced by Synergy. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 2 metres

Home address - This must be the permanent home address where both parent and child are living on the closing date of 15 January for admission in the normal round or on the date at which an in-year offer is made. Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn. Ealing council will check internal council databases in order to verify the address. Where it is not possible to verify an address or if there has been a recent change of address proof will be required.

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

APPENDIX 1

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency may be required.

In all other cases of personal or family arrangements the address of the parent(s) will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.

Ealing Council takes very seriously any attempt to obtain a school place by deception. If a school place is obtained using a false or misleading address prior to a child starting at the school this place will be withdrawn. Serious consideration is also given to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Admissions Arrangements for Ealing Community High Schools 2024/25

Places in the normal (main) round are allocated according to the Pan London Co-ordinated Admissions Scheme for admission to Year 7. In-Year places are allocated according to the In-year coordinated scheme.

If there are fewer applicants than there are places available at the school everyone who applies will be offered a place.

Children who have an Education, Health and Care Plan which names the school will be allocated a place at the school.

If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan naming the school, the following criteria will be applied to determine who will be offered a place:

- 1. Children who are looked after or were previously looked after** Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (See below for definitions of children who are looked after or were previously looked after).
- 2. Siblings** Children with a brother or sister who will be attending the main school at the time of admission. A sibling connection does not apply for children whose older sibling will/may be attending the 6th form in years 12 & 13. (see below for definition of sibling).
- 3. Distance from home to school** Places are allocated to applicants who live closest to the school measured by straight-line. (See below for definition of distance).

Tie-breaker

If more applications are received in any one criterion than there are places available the tiebreaker of distance will be used to determine priority. In cases where applicants live equidistant from the preferred school the place(s) will be allocated using random allocation.

Children of multiple births

The local authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the local authority will admit twins and children from multiple births when one of the siblings is the thirtieth child admitted.

Children of newly appointed staff

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the local authority are allocated a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date to the area and/or a unit postal address or quartering area address.

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.

A written request must be made to the Head of Admissions at the time of application providing all of the reasons for the request with supporting evidence i.e. school reports, medical reports, professional recommendations or any other documents to be taken into consideration.

The local authority must make decisions 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. They must also take into account the views of the head teacher of the school concerned.

If the local authority agrees to a parent's request for their child to be admitted out of their normal age group the application will be considered alongside all other applications in the requested year group. There would be no guarantee that a place would be offered in the preferred school.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the council's complaints procedure for decisions made by council officers.

Waiting Lists

Children will automatically be placed on the waiting list for higher preferences than the school offered, lower preferences are automatically withdrawn.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority.

The community schools in Ealing will hold waiting lists for all year groups for one term, after which the waiting list will cease. If parents wish for their child to continue on the waiting list they will need to advise the admissions team before the start of the following term.

Definitions

Children who are looked after or were previously looked after - 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). 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 immediately following having been looked after. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Sibling - The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year.

Distance - The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system is an integral part of the admission software produced by Synergy. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 2 metres.

Home address - This must be the permanent home address where both parent and child are living on the closing date of 31 October for admission in the normal round or on the date at which an in-year offer is made. Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn. Ealing council will check internal council databases in order to verify the address. Where it is not possible to verify an address or if there has been a recent change of address proof will be required.

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency may be required.

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In all other cases of personal or family arrangements the address of the parent(s) will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.

Ealing Council takes very seriously any attempt to obtain a school place by deception. If a school place is obtained using a false or misleading address prior to a child starting at the school this place will be withdrawn. Serious consideration is also given to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Admissions Arrangements for Ealing Community Sixth Forms 2024/25

All students must meet the entry requirements for their chosen course of study as published in the Sixth Form Prospectus. Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus. Places in Year 12 will be awarded to students in the following order of priority:

- Children who are looked after or were previously looked after Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (See below for definitions of children who are looked after or were previously looked after).
- Qualified students who were on roll at the desired High School at the end of the academic year immediately preceding the proposed date of entry into the school's sixth form
- Who have a sibling attending the desired school in the year of the proposed date of entry into the school's sixth form
- Qualified students from any other school
- The distance from the student's permanent home address to the school with those living nearest the school being given the higher priority*

*The distance from home to all community high schools are measured by straight line from a point in the property determined by Ordnance Survey to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system is an integral part of the admissions software produced by Synergy. It uses Ordnance Survey maps and is accurate to 2 metres.

Definition of Children who are looked after or were previously looked after - 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). 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 immediately following having been looked after. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

APPENDIX 1

**PUBLISHED ADMISSION NUMBERS (PAN) FOR 2024/25
EALING COMMUNITY SCHOOLS**

Primary Schools	Reception 2024
Acton Gardens Primary School	60
Allenby Primary School	30
Beaconsfield Primary & Nursery School	60
Blair Peach Primary School	60
Clifton Primary School	60
Coston Primary School	60
Dairy Meadow Primary School	60
Derwentwater Primary School	60
Downe Manor Primary School	60
Drayton Green Primary School	60
Durdans Park Primary School	60
East Acton Primary School	30
Featherstone Primary & Nursery School	90
Fielding Primary School	120
Gifford Primary School	120
Grange Primary School	90
Greenwood Primary School	90
Hambrough Primary School	60
Havelock Primary School	60
Hobbayne Primary School	60
Horsenden Primary School	90
John Perryn Primary School	60
Lady Margaret Primary School	60
Little Ealing Primary School	90
Mayfield Primary School	60
Montpelier Primary School	90
North Ealing Primary School	90
North Primary School	60
Oaklands Primary School	60
Oldfield Primary School	*45
Perivale Primary School	60
Petts Hill Primary School	30
Ravenor Primary School	90
Selborne Primary School	90
Southfield Primary School	60

Primary Schools	Reception 2024
St John's Primary School	60
St Mark's Primary School	60
Stanhope Primary School	60
Three Bridges Primary School	60
Tudor Primary School	60
Vicar's Green Primary School	60
Viking Primary School	30
West Acton Primary School	90
West Twyford Primary School	60
Willow Tree Primary School	60
Wolf Fields Primary School	30
High Schools	Year 7 2024
Elthorne Park High School	240

*Reduction in PAN from 60 to 45

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Ealing LA Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in Maintained Schools and Academies in 2023/24

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Ealing LA Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in 2023/24

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

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

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“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

**Ealing Scheme for Co-ordination of Admissions to Year
7/Year 10 in 2023/24**

Applications

1. Ealing LA will advise home LAs of their resident pupils on the roll of Ealing LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Ealing LA will be made on Ealing 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 Ealing LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Ealing LA will take all reasonable steps to ensure that every parent/carer who is resident in Ealing LA and has a child in their last year of primary education within a maintained school or academy, either in Ealing LA or any other maintaining LA, is informed how they can access Ealing LA's composite prospectus and apply online. Parents/carers who do not live in Ealing LA will have access to Ealing LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Ealing LA 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 Ealing LA, the LA will seek to ensure that these are used to collect information required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in Ealing LA, they will be available on Ealing LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Ealing LA's composite prospectus and website will indicate which schools in Ealing LA require supplementary forms to be completed and where they can be obtained.

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6. Where an admission authority in Ealing LA receives a supplementary information form, Ealing LA 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 2021.
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 Ealing LA. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Ealing 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 an applicant is eligible for a place at more than one school in that LA's area.
9. Ealing LA undertakes to carry out the address verification process as set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Ealing LA's primary school data and the further investigation of any discrepancy. Where Ealing 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 no later than **14 December 2023**.
10. Ealing LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2023**.
11. Ealing LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Ealing LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2023**.

Processing

12. Applicants resident within Ealing LA must return the Common Application Form, which will be available and able to be submitted on-line, to Ealing LA by **31 October 2023**.

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13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Ealing LA's scheme, will be up-loaded to the PLR by **14 November 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Ealing LA shall ensure that the admission authorities within Ealing's area process the preference data and apply the published oversubscription criteria by 19 January 2024 to comply with the framework of the Pan-London timetable in Schedule 3A.
15. Ealing LA 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, Ealing LA will forward the details to maintaining LAs via the PLR as they are received. Ealing LA 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 **14 December 2023**.
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 **12 December 2023**, on the basis that an on-time application already exists within the Pan-London system.
19. Ealing LA will participate in the application data checking exercise scheduled between **15 December 2023 and 2 January 2024** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Ealing LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Ealing LA have provided a list of applicants in criteria order to Ealing LA, Ealing 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. Ealing LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Ealing LA's area before uploading data to the PLR.

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22. Ealing LA will upload the highest potential offer available to an applicant for a maintained school or academy in Ealing LA to the PLR by **29 January 2024**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Ealing LA 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 **13 February 2024** if this is sooner.
24. Ealing LA will not make an additional offer between the end of the iterative process and **1 March 2023** 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 a maintained school or academy in Ealing LA, Ealing LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Ealing LA 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, Ealing LA will accept that the applicant(s) affected might receive a multiple offer.
26. Ealing LA will participate in the offer data checking exercise scheduled between **14 and 23 February 2024** in the Pan-London timetable in Schedule 3A.
27. Ealing LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **26 February 2024**. (33 London LAs & Surrey LA only).

Offers

28. Ealing LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. In such cases a place will be allocated at the nearest school with an available place after all applicants have been offered.
29. Ealing LA 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.

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30. Ealing LA's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2024**, Ealing LA will send notification of the outcome to resident applicants by email or first class post.
32. Ealing LA will provide primary schools within the borough of Ealing with access to view destination data of its residents applicants from the **1 March 2024**.

Post Offer

33. Ealing LA 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.
34. Where an applicant resident in Ealing LA accepts or declines a place in a school within the area of another LA by **15 March 2024**, Ealing LA will forward the information to the maintaining LA by **22 March 2024**. Where such information is received from applicants after **15 March 2024**, Ealing LA 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 Ealing LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, Ealing LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Ealing LA's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Ealing LA's area, the admission authority will inform Ealing LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Ealing LA will inform the home LA, where different, of an offer for a maintained school or Academy in Ealing LA'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.
39. When acting as a maintaining LA, Ealing LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, Ealing LA 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.

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41. When acting as a home LA, when Ealing LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Ealing LA's area 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.
42. When acting as a home LA, when Ealing LA has agreed to a change of preferences or preference order, 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.
43. When acting as a maintaining LA, Ealing LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, Ealing LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. Ealing LA, when acting as a maintaining LA, will place applicants on the waiting list from home LAs for maintained schools and academies in its area as and when they are received after National Offer Day.
46. Ealing LA, when acting as a maintaining LA will follow the timetable published in the 2024/25 composite prospectus for the offer of places which become available after National Offer Day.
47. Ealing LA, when acting as a home LA, after preferences expressed in accordance with paragraph 7 above have been determined, will allow applicants to express a preference for additional schools above the maximum of six maintained secondary schools or Academies within and/or outside the Home LA before the start of the school term.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

**Ealing LA Scheme for Co-ordination of Admissions to
Reception/Junior in 2024/25**

Applications

1. Applications from residents of Ealing LA will be made on Ealing 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 Ealing LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Ealing LA will take all reasonable steps to ensure that every parent/carer who is resident in Ealing LA and has a child in a nursery class within a maintained school or academy, either in Ealing LA or any other maintaining LA, is informed how they can access Ealing LA's composite prospectus and apply online. Parents/carers who do not live in Ealing LA will have access to Ealing LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Ealing LA 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 Ealing LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in Ealing LA, they will be available on Ealing LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Ealing LA's composite prospectus and website will indicate which schools in Ealing LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Ealing LA receives a supplementary information form, Ealing LA 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 2021.

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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 Ealing LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Ealing 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 an applicant is eligible for a place at more than one school in that LA's area.
8. Ealing LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Ealing LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Ealing 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 no later than **9 February 2024**.
9. Ealing LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **2 February 2024**.
10. Ealing LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Ealing LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

Processing

11. Applicants resident within Ealing LA must return the Common Application Form, which will be available and able to be submitted online, to Ealing LA by **15 January 2024**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Ealing LA's scheme, will be up-loaded to the PLR by **2 February 2024**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Ealing LA shall ensure that the admission authorities within Ealing's area process the preference data and apply the published oversubscription criteria by **1 March 2024** to comply with the framework of the Pan-London timetable in Schedule 3A
14. Ealing LA will accept late applications only if they are late for a good

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reason, deciding each case on its own merits.

15. Where such applications contain preferences for schools in other LAs, Ealing LA will forward the details to maintaining LAs via the PLR as they are received. Ealing LA 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 **9 February 2024**.
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 **8 February 2024**, on the basis that an on-time application already exists within the Pan-London system.
18. Ealing LA will participate in the application data checking exercise scheduled between **12 and 16 February 2024** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Ealing LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Ealing LA have provided a list of applicants in criteria order to Ealing LA, Ealing 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. Ealing LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Ealing LA's area before uploading data to the PLR.
21. Ealing LA will upload the highest potential offer available to an applicant for a maintained school or academy in Ealing LA to the PLR by **14 March 2024**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

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22. The LAS of Ealing LA 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 **22 March 2024** if this is sooner.
23. Ealing LA will not make an additional offer between the end of the iterative process and the **16 April 2024** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Ealing LA, Ealing LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Ealing LA 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, Ealing LA will accept that the applicant(s) affected might receive a multiple offer.
25. Ealing LA will participate in the offer data checking exercise scheduled between **25 March and 10 April 2024** in the Pan-London timetable in Schedule 3B.
26. Ealing LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **10 April 2024**. (33 London LAs & Surrey LA only).

Offers

27. Ealing LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. In such cases a place will be allocated at the nearest school with an available place after all those that apply have been offered.
28. Ealing LA 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. Ealing LA's outcome letter will include the information set out in Schedule 2.
30. Ealing LA will, on **16 April 2024**, send notification of the outcome to resident applicants by email or first class post.

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Post Offer

31. Ealing LA 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.
32. Where an applicant resident in Ealing LA accepts or declines a place in a school maintained by another LA by **30 April 2024**, Ealing LA will forward the information to the maintaining LA by **8 May 2024**. Where such information is received from applicants after **1 May 2024**, Ealing LA will pass it to the maintaining LA as it is received.
33. Where a place becomes available in an oversubscribed maintained school or academy in Ealing LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
34. When acting as a maintaining LA, Ealing LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
35. Where a waiting list is maintained by an admission authority of a maintained school or academy in Ealing LA's area, the admission authority will inform Ealing LA of a potential offer, in order that the offer may be made by the home LA.
36. When acting as a maintaining LA, Ealing LA will inform the home LA, where different, of an offer for a maintained school or Academy in Ealing LA'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.
37. When acting as a maintaining LA, Ealing LA 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, Ealing LA 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 Ealing LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Ealing LA's area 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 Ealing LA has agreed to a change of preferences or preference order, 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.

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41. When acting as a maintaining LA, Ealing LA 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, Ealing LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
43. Ealing LA, when acting as a maintaining LA, will place applicants on the waiting list from home LAs for maintained schools and academies in its area as and when they are received after National Offer Day.
44. Ealing LA, when acting as a maintaining LA will follow the timetable published in the 202/23 composite prospectus for the offer of places which become available after National Offer Day.
45. Ealing LA, when acting as a home LA, after preferences expressed in accordance with paragraph 7 above have been determined, will allow applicants to express a preference for additional schools above the maximum of six maintained secondary schools or Academies within and/or outside the Home LA before the start of the school term.

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

**Minimum Content of Common Application Form for
Admissions to Year 7/Year 10 and 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 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

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

**Minimum Content of Common Application Form for
Admissions to Year 7/Year 10 and 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 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

**Where an LA decides not to request this information on the CAF, it must guarantee
that no details of a child with an Education, Health and Care Plan will be sent via the PLR.*

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PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7/Year 10 and Reception/Junior in 2024/25

From: Home LA

Date: **1 March 2024 (sec)**
16 April 2024 (prim)

Dear Parent/Carer,

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.

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 return the reply slip to me by **15 March 2024 (sec)** / **30 Apr 2024 (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)

APPENDIX 2

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A**

Timetable for Admissions to Year 7/Year 10 in 2024/25

Date & working days	Process	Paragraph
Tues 31 Oct 2023 <i>10 days</i>	Statutory deadline for receipt of applications	12
Tues 14 Nov 2023 <i>21 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Tues 12 Dec 2023	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	9,17
Thurs 14 Dec 2023	Deadline for the upload of late applications considered as “on-time” to the PLR.	9, 17
Fri 15 Dec 2023 – Tues 2 Jan 2024	Checking of application data	19
Wed 3 Jan 2024 <i>18 days</i>	Ranking applications	19, 20, 21
Mon 29 Jan 2024 <i>8 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Fri 9 Feb 2024	Final ALT file to PLR*	23
Mon 12 to Tues 13 Feb 2024	*Additional iterations if needed	23
<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	26
Mon 26 Feb 2024 <i>3 days</i>	Deadline for on-line ALT file to portal	27
Fri 1 Mar 2024 <i>10 days</i>	Offer notifications sent.	24, 31
Fri 15 Mar 2024 <i>5 days</i>	Deadline for acceptances	33, 34
Fri 22 Mar 2024	Deadline for transfer of acceptances to maintaining LAs	34

APPENDIX 2

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3B**

Timetable for Admissions to Reception/Junior in 2024/25

Date & working days	Process	Paragraph
Mon 15 Jan 2024 <i>15 days</i>	Statutory deadline for receipt of applications	11
Fri 2 Feb 2024 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Thurs 8 Feb 2024	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	8, 16
Fri 9 Feb 2024	Deadline for the upload of late applications considered as “on-time” to the PLR.	8, 16
Mon 12 –Fri 16 Feb 2024	Checking of application data	18
Mon 12 –Fri 16 Feb 2024	<i>Half Term</i>	
Mon 19 Feb 2024 <i>18 days</i>	Ranking applications	19, 20,
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).	21
Fri 22 Mar 2024	Final ALT file to PLR	22
Mon 25 Mar -Wed 10 Apr 2024	Checking of offer data	25
Mon 1 April to Fri 12 April	<i>Easter Holidays</i>	
Wed 10 Apr 2024	Deadline for on-line ALT file to portal	26
Tues 16 April 2024 <i>10 days</i>	Offer notifications sent.	23, 30
Tues 30 April 2024 <i>5 days</i>	Deadline for acceptances	32, 33
Wed 8 May 2024	Deadline for transfer of acceptances to maintaining LAs	33

Easter Weekend 2024 – Friday 29th March to Monday 1st April