

# CAMDEN LOCAL AUTHORITY ARRANGEMENTS FOR ADMISSION TO PRIMARY AND SECONDARY SCHOOLS IN SEPTEMBER 2022

## CONTENTS

<b>Summary</b>	<b>Page 2</b>
<b>1. Pan London Coordinated Admissions Scheme</b>	<b>Page 4</b>
Definitions used in the Pan London Scheme	Page 4
Pan London Scheme for co-ordination of admissions to Year 7 in September 2022	Page 6
Pan London Scheme for co-ordination of admissions to Reception in September 2022	Page 12
Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)	Page 17
Template outcome letter -Year 7 and Reception Schemes (Schedule 2)	Page 19
Timetable for Year 7 Scheme (Schedule 3A)	Page 21
Timetable for Reception Scheme (Schedule 3B)	Page 22
<b>2. Community secondary schools admissions criteria</b>	<b>Page 23</b>
<b>3. Community secondary schools admission numbers</b>	<b>Page 27</b>
<b>4. Community primary schools admissions criteria</b>	<b>Page 28</b>
<b>5. Community primary schools admissions numbers</b>	<b>Page 32</b>
<b>6. In year admissions (primary and secondary schools)</b>	<b>Page 33</b>
<b>7. Sixth form admission arrangements</b>	<b>Page 35</b>
<b>8. Community nursery admission arrangements</b>	<b>Page 44</b>

## Summary

The admission arrangements outlined in this document are the school admission procedures for the 2022/2023 academic year. This follows a consultation from the 18 December 2020 to 29 January 2021. Any comments received have been considered and incorporated if agreed.

Any objections to these arrangements can be lodged with the Office of the Schools Adjudicator up to 15 May 2021 online at

[www.gov.uk/government/publications/objection-to-school-admission-arrangements](http://www.gov.uk/government/publications/objection-to-school-admission-arrangements)

or the following address:

**Office of the School Adjudicator**  
Bishopsgate House, Feethams, Darlington,  
DL1 5QE

Should you have any queries about the contents of this document then please contact:

**Sandra Lawal**  
Acting Head of School Admissions  
Town Hall, Judd Street, London WC1H 9JE  
Tel: 020 7974 1625  
Email: [admissions@camden.gov.uk](mailto:admissions@camden.gov.uk)

Secondary School Admissions	
<b>Co-ordinated scheme and admissions criteria</b>	Outlines Camden's scheme developed to work across the 33 London local authorities.
<b>Admission numbers for community secondary schools</b>	Haverstock School's admission number reduced from 180 to 135 for entry in 2022/23.

Primary School Admissions

<b>Coordinated scheme and admissions criteria</b>	Outlines Camden's scheme developed to work across the 33 London local authorities.
<b>Admission numbers for community primary schools</b>	<p>Argyle Primary School's admission number reduced from 60 to 45 for entry in 2022/23.</p> <p>Netley Primary School's admission number reduced from 60 to 45 for entry in 2022/23.</p> <p>Merger of Rhyl and Carlton Primary School with the admission number of 60, subject to consultation</p>
<b>Nursery Admissions</b>	
<b>Admission arrangements for nursery classes.</b>	No changes for entry into nursery classes.
<b>In-Year School Admissions</b>	
	Responsibility for in-year school applications will remain delegated to the school's governing bodies.
<b>Sixth Form Admission Arrangements</b>	
<b>Sixth form admission arrangements</b>	No changes to sixth form admission arrangements

# 1. PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

## Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in Maintained Schools and Academies in 2022/23

### Definitions used in the Pan-London 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 Home LA”	the LA in which the applicant/parent/carer is resident
“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	the IT module for administering admissions in

“(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the 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”	<p>the day on which outcome letters are posted to parents/carers.</p> <p>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.</p>
“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 LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Co-ordination of Admissions to Year 7/Year 10 in 2022/23

#### Applications

1. Camden LA will advise home LAs of their resident pupils on the roll of Camden 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 Camden LA will be made on Camden 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 scheme. These will be supplemented by any additional fields and information which are deemed necessary by Camden LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Camden LA will take all reasonable steps to ensure that every parent/carer who is resident in Camden LA and has a child in their last year of primary education within a maintained school or academy, either in Camden LA or any other maintaining LA, is informed how they can access Camden LA's composite prospectus and apply online. Parents/carers who do not live in Camden LA will have access to Camden 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 Camden 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 Camden LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Camden LA, they will be available on Camden LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Camden LA's composite prospectus and website will indicate which schools in Camden LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Camden LA receives a supplementary information form, Camden 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 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.

8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Camden LA. This is to comply with paragraph 1.9 of the School Admissions Code 2014 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 Camden 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. Camden 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 Camden LA's primary school data and the further investigation of any discrepancy. Where Camden 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 **10 December 2021**.
10. Camden 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 **12 November 2021**.
11. Camden 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 Camden LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2021**.

## Processing

12. Applicants resident within Camden LA must return the Common Application Form, which will be available and able to be submitted on-line, to Camden LA by **31 October 2021**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Camden LA's scheme, will be up-loaded to the PLR by **12 November 2021**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Camden LA will notify each school within its area, which is its own admissions authority, of all applications for their school. All relevant details from the Common Application Form and any supporting evidence will be forwarded to these schools by **15 December 2021**. Own admission authority schools within Camden LA's area will apply their admissions criteria and return applicants ranked in order of priority in accordance with their admissions criteria by **21 January 2022**. Camden LA will request verification of any necessary information, such as sibling details or staff child, from schools for which Camden LA is the admissions authority by **10 December 2021**. This verification should be returned to Camden LA by **14 January 2022**. Camden LA will apply the ranked order of priority in accordance with Camden LA's admissions criteria for community schools, which Camden is

- the admissions authority. Camden LA does not reveal applicant's preference order to schools in its area.
15. Camden 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, Camden LA will forward the details to maintaining LAs via the PLR as they are received. Camden 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 **10 December 2021**.
  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 **9 December 2021**, on the basis that an on-time application already exists within the Pan-London system.
  19. Camden LA will participate in the application data checking exercise scheduled between **13 December 2021 and 4 January 2022** in the Pan-London timetable in Schedule 3A.
  20. All preferences for schools within Camden 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 2014. When the admission authorities within Camden LA have provided a list of applicants in criteria order to Camden LA, Camden 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. Camden 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 Camden LA's area before uploading data to the PLR.
  22. Camden LA will upload the highest potential offer available to an applicant for a maintained school or academy in Camden LA to the PLR by **31 January 2022**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
  23. The LAS of Camden 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 **11 February 2022** if this is sooner.

24. Camden LA will not make an additional offer between the end of the iterative process and **1 March 2022** 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 Camden LA, Camden 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) Camden 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, Camden LA will accept that the applicant(s) affected might receive a multiple offer.
26. Camden LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2022** in the Pan-London timetable in Schedule 3A.
27. Camden LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2022**. (33 London LAs & Surrey LA only).

#### **Offers**

1. Camden 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 2014. Any vacant places at schools, once the processing of applicants preferences is complete, will be offered to applicants without a school offered on their preference list. This process will match vacant places to applicants who have not been offered a school place based on priority to those living the nearest to the school with vacant places.
2. Camden 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.
3. Camden LA's outcome letter will include the information set out in Schedule 2.
4. On **1 March 2022**, Camden LA will send by either email or first class post notification of the outcome to resident applicants.
5. Camden LA will provide primary schools with destination data of its resident applicants by the end of the Summer term **2022**.

#### **Post Offer**

6. Camden LA will request that resident applicants accept or decline the offer of a place by **15 March 2022**, or within two weeks of the date of any subsequent offer.

7. Where an applicant resident in Camden LA accepts or declines a place in a school within the area of another LA by **15 March 20221**, Camden LA will forward the information to the maintaining LA by **22 March 2022**. Where such information is received from applicants after **15 March 2022**, Camden LA will pass it to the maintaining LA as it is received.
8. Where a place becomes available in an oversubscribed maintained school or academy in Camden LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
9. When acting as a maintaining LA, Camden LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Camden LA's area.
10. Where a waiting list is maintained by an admission authority of a maintained school or academy in Camden LA's area, the admission authority will inform Camden LA of a potential offer, in order that the offer may be made by the home LA.
11. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of an offer for a maintained school or Academy in Camden 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.
12. When acting as a maintaining LA, Camden LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
13. When acting as a home LA, Camden 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.
14. When acting as a home LA, when Camden LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Camden 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.
15. When acting as a home LA, when Camden 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.
16. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
17. When acting as a maintaining LA, Camden 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.

18. Camden LA will manage the waiting list for schools within Camden LA's area until the end of the academic year within which the application was submitted. Waiting lists will then be forwarded to Camden schools to manage from the beginning of the academic year. Applicants are advised to contact schools within Camden LA to ascertain how the waiting list will be managed once it has been handed over by Camden LA i.e. how long waiting lists will be maintained.
  
19. Camden LA, when acting as a home LA, will start offering available places for schools within Camden LA's area after National Offer Day by **17 March 2022**. Any offers received from a maintaining LA will be offered to Camden residents promptly. After the **17 March 2022**, available places at schools in Camden LA will be offered as and when they become available until the end of the academic year.
  
20. Camden LA, when acting as a home LA, will allow applicants to express additional preferences after the National Offer day. Parents/carers in Camden LA area do not need to indicate the preference order for the additional preferences. If an additional preference/s are for a school in another LA, Camden LA will forward the application and any supporting information to the other LA within 3-4 days.

## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Co-ordination of Admissions to Reception/Junior in 2022/23

#### Applications

1. Applications from residents of Camden LA will be made on Camden 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. These will be supplemented by any additional fields and information which are deemed necessary by Camden LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Camden LA will take all reasonable steps to ensure that every parent/carer who is resident in Camden LA and has a child in a nursery class within a maintained school or academy, either in Camden LA or any other maintaining LA, is informed how they can access Camden LA's composite prospectus and apply online. Parents/carers who do not live in Camden LA will have access to Camden 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 Camden 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 Camden LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Camden LA, they will be available on Camden LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Camden LA's composite prospectus and website will indicate which schools in Camden LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Camden LA receives a supplementary information form, Camden 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 2014.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Camden LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Camden 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. Camden 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 Camden LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Camden 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 **11 February 2022**.
9. Camden 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 **4 February 2022**.
10. Camden 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 Camden LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **4 February 2022**.

### **Processing**

11. Applicants resident within Camden LA must return the Common Application Form, which will be available and able to be submitted online, to Camden LA by **15 January 2022**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Camden LA's scheme, will be up-loaded to the PLR by **4 February 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Camden LA will notify each school within its area, which is its own admissions authority, of all applications for their school. All relevant details from the Common Application Form and any supporting evidence will be forwarded to these schools by **14 February 2022**. Own admission authority schools within Camden LA's area will apply their admissions criteria and return applicants ranked in order of priority in accordance with their admissions criteria by **10 March 2022**. Camden LA will request verification of any necessary information, such as sibling details or staff child, from schools for which Camden LA is the admissions authority by **21 February 2022**. This verification should be returned to Camden LA by **7 March 2022**. Camden LA will apply the ranked order of priority in accordance with Camden LA's admissions criteria for community schools, which Camden is the admissions authority. Camden LA does not reveal applicant's preference order to schools in Camden LA's area.
14. Camden LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Camden LA will forward the details to maintaining LAs via the PLR as they are received. Camden 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 **11 February 2022**.
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 **10 February 2022**, on the basis that an on-time application already exists within the Pan-London system.
18. Camden LA will participate in the application data checking exercise scheduled between **14 and 18 February 2022** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Camden 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 2014. When the admission authorities within Camden LA have provided a list of applicants in criteria order to Camden LA, Camden 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. Camden 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 Camden LA's area before uploading data to the PLR.
21. Camden LA will upload the highest potential offer available to an applicant for a maintained school or academy in Camden LA to the PLR by **17 March 2022**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Camden 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 **24 March 2022** if this is sooner.
23. Camden LA will not make an additional offer between the end of the iterative process and the **19 April 2022** 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 Camden LA, Camden 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) Camden 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, Camden LA will accept that the applicant(s) affected might receive a multiple offer.
25. Camden LA will participate in the offer data checking exercise scheduled between **25 March and 6 April 2022** in the Pan-London timetable in Schedule 3B.

26. Camden LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2022**. (33 London LAs & Surrey LA only).

### **Offers**

27. Camden 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 Schools Admissions Code 2014. Any vacant places at schools, once the processing of applicants preferences is complete, will be offered to applicants without a school offered on their preference list. This process will match vacant places to applicants who have not been offered a school place based on priority to those living the nearest to the school with vacant places.
28. Camden 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. Camden LA's outcome letter will include the information set out in Schedule 2.
30. Camden LA will, on **19 April 2022**, send by either email or first class post notification of the outcome to resident applicants.
31. If requested, Camden LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term **2022**.

### **Post Offer**

32. Camden LA will request that resident applicants accept or decline the offer of a place by **4 May 2022**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Camden LA accepts or declines a place in a school maintained by another LA by **4 May 2022**, Camden LA will forward the information to the maintaining LA by **11 May 2022**. Where such information is received from applicants after **4 May 2022**, Camden LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Camden LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Camden 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.

36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Camden LA's area, the admission authority will inform Camden LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of an offer for a maintained school or Academy in Camden 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.
38. When acting as a maintaining LA, Camden LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Camden 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.
40. When acting as a home LA, when Camden LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Camden 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.
41. When acting as a home LA, when Camden 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.
42. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Camden 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.
44. Camden LA will manage the waiting list for schools within Camden LA's area until the end of the academic year within which the application was submitted. Waiting lists will then be forwarded to Camden schools to manage. Applicants are advised to contact schools within Camden LA to ascertain how waiting lists will be managed once they have been forwarded to schools; i.e. how long waiting lists will be maintained.
45. Camden LA, when acting as a home LA, will start offering available places for schools within Camden LA's area after National Offer Day by **5 May 2022**. Any offers received from a maintaining LA will be offered to Camden residents promptly. After the **5 May 2022**, available places at schools in Camden LA will be offered as and when they become available until the end of the academic year.
46. Camden LA, when acting as a home LA, will allow applicants to express additional preferences after the National Offer day. Parents/carers in Camden LA area do not need to indicate the preference order for the additional preferences. If an additional preference/s are for a school in another LA, Camden LA will forward the application and any supporting information to the other LA within 3-4 days.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**Minimum Content of Common Application Form for Admissions to Year  
7/Year 10 and Reception/Junior in 2022/23**

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.*

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

***Template Outcome Letter for Admissions to Year 7/Year 10 and Reception/Junior in 2022/23***

From: Home LA

Date: **1 March 2022 (sec)**

**19 April 2022 (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.

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

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

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

*Please return the reply slip to me by **15 March 2022 (sec) / 4 May 2022 (prim)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

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

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

## Timetable for Admissions to Year 7/Year 10 in 2022/23

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sun 31 Oct 2021</b>	Statutory deadline for receipt of applications	<b>12</b>
<b>Fri 12 Nov 2021</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	<b>10, 11, 13</b>
<b>Fri 10 Dec 2021</b>	Deadline for the upload of late applications to the PLR.	<b>9, 17</b>
<b>Tues 14 Dec 2021</b>	Checking of application data	<b>19</b>
<b>Mon 20 Dec 2021</b>	Ranking applications	<b>19, 20, 21</b>
<b>Mon 31 Jan 2022</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	<b>22</b>
<b>Fri 11 Feb 2022</b>	Final ALT file to PLR	<b>23</b>
<b>Mon 14 – Tues 22 Feb 2022</b>	Checking of offer data	<b>26</b>
<b>Wed 23 Feb 2022</b>	Deadline for on-line ALT file to portal	<b>27</b>
<b>Tues 1 Mar 2022</b>	Offer letters posted.	<b>24, 31</b>
<b>Tues 15 Mar 2022</b>	Deadline for return of acceptances	<b>33, 34</b>
<b>Tues 22 Mar 2022</b>	Deadline for transfer of acceptances to maintaining LAs	<b>34</b>

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**Timetable for Admissions to Reception/Junior in 2022/23**

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sat 15 Jan 2022</b>	Statutory deadline for receipt of applications	<b>11</b>
<b>Fri 4 Feb 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	<b>9, 10, 12</b>
<b>Fri 11 Feb 2022</b>	Deadline for the upload of late applications to the PLR.	<b>8, 16</b>
<b>Mon 14 Feb 2022</b>	Checking of application data	<b>18</b>
<b>Mon 18 Feb 2022</b>	Ranking applications	<b>19, 20,</b>
<b>Thurs 17 Mar 2022</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	<b>21</b>
<b>Thurs 24 Mar 2022</b>	Final ALT file to PLR	<b>22</b>
<b>Fri 25 Mar – Wed 6 Apr 2022</b>	Checking of offer data	<b>25</b>
<b>Mon 11 Apr 2022</b>	Deadline for on-line ALT file to portal	<b>26</b>
<b>Tues 19 Apr 2022</b>	Offer letters posted.	<b>23, 30</b>
<b>Wed 4 May 2022</b>	Deadline for receipt of acceptances	<b>32, 33</b>
<b>Wed 11 May 2022</b>	Deadline for transfer of acceptances to maintaining LAs	<b>33</b>

## 2. Camden Community Secondary School Admissions Criteria 2022/23

Children should be admitted to a community secondary school of their parents / carers' preference where there is a place available. In the event of over-subscription to a community secondary school, the following criteria will apply in the following order:

- a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
- b) In the case of Haverstock School, twelve places will be offered based on music aptitude and successful applicants will take part in a Music Scholarship Programme. To apply for a music aptitude places parents/guardians should complete a form, in order to be invited for the aptitude tests for a place. For your information, a copy of this form has been included. The aptitude tests will take place on the second Saturday of October of the application year. Parents/guardians will be informed of result of their aptitude test before the closing date of the 31 October, in order that they can make an informed decision. The result of the aptitude test is not a guarantee or refusal of a place. In the case of pupils with the same score, the tiebreaker will be the distance criterion. After the offer day, a separate waiting list will be maintained for music aptitude in order of the score and any music aptitude vacancies will be filled from this waiting list.
- c) Applicants who have a brother or sister\* living at the same address on the school's roll when they join. Only siblings in Year 7 to Year 10 and Year 12 can be considered as siblings for secondary transfer applications. Siblings in Year 11 cannot be considered as siblings for secondary transfer applications, until they receive their GCSE results and fulfil the entry requirement for sixth form.

### \*Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- d) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents/guardians will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link

between the child's needs and the specific school. The local authority will also accept recommendations from the SEN exceptional needs panel for an applicant whose needs support a place at a particular school.

- e) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- f) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. In the case of applicants to Regent High School only, priority will be given to applicants within the priority zone of Holborn and Covent Garden ward even if they are further away within the distance criterion.

We will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally for all level (priority order) of preferences. The priority order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered and the lower preferences will be automatically withdrawn.

If necessary, criterion f will be used as a tiebreaker for criteria c, d and e.

### **Notes:**

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code 2014 gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a child arrangement or special guardianship order.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child minder's address, relative address, or any other address other than

the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with an Education, Health and Care plan that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

If there is only one place available at the school and the next child who qualifies for a place is one of a multiple birth siblings, we will ask the community school in question to go over their published admission number in order to support the family.

In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

# Haverstock Modern Music Scholarship

## Application Form 2022

Please complete this form\* if you are interested in applying for a place on the Haverstock Music Scholarship Programme for entry to Year 7 in September 2022. More details regarding the programme can be found at <https://www.haverstock.camden.sch.uk/> To apply for one of the aptitude places please complete and return this form in person or to [office@haverstock.camden.sch.uk](mailto:office@haverstock.camden.sch.uk) by XX October 2021.

**Please note:** Your child must be available to attend the Music Aptitude Test at Haverstock School on XX October

Applications will only be accepted for children who will be in Year 7 in September 2022. Parents will be informed of the outcome of the test on Wednesday XX October by e-mail.

<b>Child's Full Name</b>	
<b>Child's date of birth:</b>	
<b>Parent's Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>e-mail address:</b>	
<b>Please indicate any Educational Needs requirements that we should be aware of to support your child with the aptitude test:</b>	

*\*Please Note: Year 7 applications will also need to complete and return to the appropriate LEA, the Pan London Secondary Transfer Form.*

**Please return this form by hand to Haverstock School reception or e-mail a copy to [office@haverstock.camden.sch.uk](mailto:office@haverstock.camden.sch.uk)**

### 3. Secondary Schools Admission Numbers 2022/23

<b>Name of school</b>	<b>Places for September 2022</b>
Acland Burghley (Mixed)	178
Hampstead (Mixed)	210
Haverstock (Mixed)	135
Parliament Hill (Girls)	180
Regent High (Mixed)	180

#### 4. Camden Community Primary School Admissions Criteria 2022/23

Children should be admitted to a community primary school of their parents/ carers' preference where there is a place available. In the event of over-subscription to a community primary school, the following criteria will apply in the following order:

- a) Looked after children or a children who were previously looked after but immediately after being looked after became the subject of an adoption, child arrangement, or special guardianship order.
- b) Applicants who have a brother or sister\* living at the same address on the school's roll when they join. A sibling relation does not apply when the older child will leave before the younger child starts. Only pupils in Reception to Year 5 can be considered as siblings for reception coordinated admissions. Nursery pupils cannot be considered as siblings because they are not compulsory school age.

**\*Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents / carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the child's needs and the specific school. The local authority will also accept recommendations from the SEN exceptional needs panel for an applicant whose needs support a place at a particular school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school measured 'as the crow flies' from the home address to the centre of the school. The address given must be the one in which the child normally resides. Distances

are measured using a computerised mapping system with those living closer to the school receiving higher priority.

Please note: It has been determined that the most appropriate arrangement for Kingsgate Primary School is to have a mid-way measuring point between both school sites for admission purposes.

- We will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally for all level (priority order) of preferences. The priority order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered and the lower preferences will be automatically withdrawn.

If necessary, criterion e will be used as a tie breaker for criteria b, c and d.

#### **Notes:**

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code 2014 gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a child arrangement order or special guardianship order.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, child minder's address, relative's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with an EHC plan that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

Multiple births: Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, then all children will be

offered a place at the same primary school. The additional child(ren) will be deemed as an 'excepted' pupils under the KS1 class size legislation.

Multiple births: Key Stage 2 – If only one place is available at the school and the next child(ren) who qualifies for a place is one of multiple births then all children will be offered even if this exceeds the planned admission number.

Where one child of multiple birth has an Education, Health Care plan that names a specific school, the other child/ren of this multiple birth will be treated as having a sibling link for that academic year.

In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

### **Deferred entry – before compulsory school age**

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the School Admissions Code 2014, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

### **Summer born – Children educated outside their chronological age group**

Children are educated in school with others of their age group. However, parents may request that their child is admitted outside their age group. The admission authority \* of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This does not apply if they were offered a place at the school but it is not in their preferred age group.

Summer born children are defined as born between 1<sup>st</sup> April and the 31<sup>st</sup> August in the relevant year.

Each admission authority must make its own decision and may wish to see evidence of an individual child's educational need. They may want to discuss with parents the impact of the child being educated with children of a different age, both within primary

school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

Parents seeking admission to an age group below their child's actual age should submit their request in September of the year when children of the same age are due to start school. Parents should also apply for a school place in their child's actual age group before the closing date on 15 January. This enables the application to be processed and a school place secured in the child's actual age group should the request be refused by an admission authority.

If the admission authority approves the request, the parent will be advised to reapply in the following year. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applications and the pattern of admissions for that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.

\*The local authority is the admission authority for community schools. The governing body is the admission authority for voluntary aided schools, free schools and academies. Any decision is applicable only to the school for which the admission authority is responsible.

## 5. Primary School Admission Numbers 2022/23

School	Admission Number for 2022 entry
Argyle	45
Beckford	60
Brecknock	60
Brookfield	60
Carlton	*60
Christopher Hatton	30
Edith Neville	30
Eleanor Palmer	30
Fitzjohn's	30
Fleet	30
Gospel Oak	60
Hawley	30
Kingsgate Primary	90
Netley	45
New End	60
Primrose Hill	60
Rhyl	*60
Richard Cobden	60
Torriano	58
* - Carlton and Rhyl Primary School under consultation to merge schools with a PAN of 60	

## **6. In year admission arrangements (primary and secondary school)**

- 6.1. Applications for places in any year groups other than the normal years of entry to primary and secondary schools (Reception and Year 7) will be treated as in-year admissions.
- 6.2. Parents / carers seeking a place outside of the normal admissions round for primary and secondary schools must apply directly to each school in which they seek a place.
- 6.3. Applications for entry to schools in Reception and Year 7 will be administered by the local authority until the beginning of the academic year, after which they will be administered as in-year applications. The LA will then transfer the waiting list for Reception and Year 7 to schools.
- 6.4. Schools will maintain their own waiting lists from the beginning of the academic year. Governors of both community, voluntary aided, free schools and academies will apply their oversubscription criteria and rank applicants to determine whom an offer will be made when a vacancy becomes available.
- 6.5. Schools should inform applicants of the outcome of their application within 20 working days of receipt of the application. Schools will write decision letters to applicants and must inform applicants of their right to appeal against the refusal of a place.
- 6.6. Schools will send offer letters and make timely arrangements for the admission of the child, which should be within two weeks of the place being accepted.
- 6.7. On receipt of an in-year application, schools must notify the local authority in which the child resides of both an application and its outcome. This should be within 20 days of receiving the application.
- 6.8. In line with requirements of own admission authority schools, and in order for Camden LA to fulfil its statutory duty to provide information and guidance to applicants seeking a school place, schools will need to provide regular returns informing the authority of the number of vacancies in each year group. This will be required on a monthly basis for both secondary and primary schools. This will enable the Authority to maintain accurate data on the availability of places in the area. Schools are asked to make a 'nil' return where appropriate.
- 6.9. In Camden the following safeguarding arrangements are in place to identify children missing education (CME) in line with the local authority's statutory duty to ensure provision is made for Camden resident children.

- 6.10. All schools are requested to ask parents / carers approaching them for a place whether or not their child has a named school place. If the child has no school place, schools are requested to complete a referral to the CME officer in the LA notifying the following information: *for the child* - name, address, date of birth, and *for the parent / carer* - name, address, telephone / mobile number(s) and email address. This information will be forwarded to the home authority if the child does not reside in Camden.
- 6.11. Schools are also requested to include in their admissions returns a list of those pupils being taken off-roll, together with their confirmed destination; and to provide waiting lists twice a year to check against census data; to identify those who may be without a school place.
- 6.12. Schools can use a common in-year application form drawn up by the Authority: this will not require that applicants name more than one school or indicate the order of preference, but will facilitate applicants in being able to make applications to more than one school more readily.
- 6.13. Schools using supplementary information forms will need to provide the Authority with copies.

## 7. Camden Sixth Form Admission Arrangements 2022/23



### LASWAP ADMISSIONS POLICY

(1) LaSWAP is open to all sixth form students who meet the specified entry requirements for the courses on offer. These are outlined on the LaSWAP website under "How to apply". The consortium admits up to 700 students to Year 12 each year. Approximately 300 places are taken by new entrants.

(2) Entry requirements for each pathway of courses, together with any variations relating to each specific course, are published on the website (updated annually). All students must have passed English or maths GCSE at grade 4 or above, or be enrolled on an appropriate course leading to this qualification. There are no exceptions to this. For entry to A level the applicant must provide documentary proof of having obtained 5 GCSEs at or above grade 6\*, or legacy grade B. NARIC ([www.naric.org.uk](http://www.naric.org.uk)) is the National Agency responsible for providing information and expert opinion on academic **qualifications from overseas**. Where relevant, we would require such information from NARIC in order to establish equivalency of overseas qualifications. It is the responsibility of students applying to provide this information, where it is required.

(3) In the event that we have more applicants who meet the entry requirements than places, places will be allocated according to the following criteria in order of priority.

- i. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
- ii. Existing students of the school who are continuing their studies from Year 11.
- iii. Applicants who are judged to have an exceptional social or medical need. There will have to be a clear link between the child's exceptional need and the school. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- iv. Children whose parent is a qualified teacher teaching at the school for two years or more at the time of application and / or children of a qualified teacher teaching at the school who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- v. Distance. Proximity to schools is measured using the local authority computerised mapping system of the area, measured in a straight line between the property address to the centre of the school where the LaSWAP office is based. In the case of blocks of flats, distance will be measured to the centre of the block and the local authority will allocate a rank order for applicants. (The address given must be the one at which the child normally resides).

(4) External applicants who have registered in advance will be invited to attend *Open Evening* (accompanied by parent/guardian or other responsible adult) and to submit application forms subsequently. Those who submit their application forms by the stated closing date in December will be offered a post 16 advice and guidance meeting with a teacher/tutor to discuss possible options at LaSWAP. Application forms received subsequently will be held on file for consideration at a later stage (see para 9).

(5) Following the open evening and the individual discussions with teachers/tutors, offers of places in the sixth form will be sent out to external applicants and current year 11 students at the four schools, conditional on meeting the entry requirements of the courses on offer. These letters will not constitute an offer of a place on any specific course based at any particular school. External applicants current schools/colleges will be asked for their assessments of appropriate post 16 progression routes for their students.

(6) Following receipt of GCSE results, students holding conditional offers will be invited for further discussion with a teacher/tutor and places on specific courses confirmed or otherwise. Students will be allocated to sets on each course with a view to achieving balanced sets.

(7) Enrolment at LaSWAP for all students will be conditional on actual GCSE results and entry qualifications, an agreed signed study programme following a post results guidance meeting, and signing the *LaSWAP Learner's Agreement*.

(8) If more students who meet the entry qualifications are opting for a particular course than there are places available, the above over subscription criteria will apply. Further advice and guidance discussions will be held with students requesting that course to seek to find appropriate alternative choices for those who cannot be accommodated. Typical set sizes are in the 15-20 range.

(9) If there are still places available on some courses, students whose application forms are being held on file will be contacted, informed of courses with vacancies, and offered an advice and guidance meeting. Enrolments will not occur after 30 September.

(10) LaSWAP is a consortium of 4 schools within which LaSWAP students have open access to LaSWAP events, the 4 school sites (and therefore, all students and staff on those sites) and also the shared school electronic systems. This context means that it may be incompatible with safety and good order in the schools for students from one of the 4 LaSWAP schools who are permanently excluded or have been permanently excluded or students from one of the 4 LaSWAP schools who have been placed on a managed move as an alternative to permanent exclusion to be admitted as a post 16 LaSWAP student. The decision about whether to admit such a student will be based on a risk assessment.

(11) Students who are not offered places have the right to a review of the decision by the LaSWAP Governors' Forum. This will not affect their right to subsequent formal appeal via the statutory procedures.

(12) Requests to repeat an academic year

We do not offer places for re-sit and re-take years. Re-sit and re-take years are not funded by the EFA (see paras 107 and 108 of Funding Guidance for young people 4 2013/14, EFA). As a comprehensive and inclusive sixth form, we have always sought to support vulnerable students and we will consider requests for exceptions to this where we have evidence of genuine extenuating circumstances which have affected a student's ability to achieve – these are described by the EFA as “exceptional circumstances outside the control of the student or institution”. Provided that there is reasonable evidence that the exceptional circumstances no longer persist, such requests will be referred to the Director of Sixth Form, whose decision will be final. Where requests are granted, an application should be made following the same process as all applicants.

(13) Requests to join at year 13

Applications to join year 13 from year 12 students who are attending other institutions will be considered, subject to assessment by the receiving LaSWAP school and a portfolio of work.

**Transition from year 12 to year 13 or from level 2 to level 3 Advanced**

Where students are accepted onto two year courses, teaching for the length of the course will be provided in LaSWAP, however, teaching groups may be re-timetabled between schools to ensure specialist teaching is always provided. Transition across years is not automatic and is dependent on meeting the entry criteria relevant to the student's study programme as below. Support and guidance will be available for any student who does not qualify to return for a second year of study.

(1) Academic and personal conduct

All students' academic conduct is closely monitored and causes for concern managed through an individualised academic conduct process. For all programmes, where a student finishes a year on an academic cause for concern category, this category will transfer with the student across the year.

(2) Entry criteria

All year 2 students must have passed English or maths GCSE at grade 4, or above, or be enrolled on an appropriate course leading to this qualification. There are no exceptions to this.

**Academic**

A level Yr1 to Yr2 – continuation of at least 3 A levels where performance in the year 12 high stakes exams indicates success at A level. Students who are able to continue with only 2 A levels will be invited for an interview with their Head of Sixth to explore options to achieve a full programme and to ensure a suitable onward progression route is available.

**Applied**

- i. Level 3 BTEC Yr1 to Yr 2 – passes in all of the year 1 units.
- ii. Level 2 BTEC to Level 3 BTECs – a distinction in the relevant vocational course or a merit with a portfolio showing distinction level work, plus GCSE English or maths at grade 5 or above.



## **SIXTH FORM ADMISSIONS POLICY**

Hampstead School Sixth Form is open to all students who meet the specified entry criteria for the courses they wish to study. The Sixth Form is divided between Years 12 and 13. Some Year 12 courses reach their full capacity before others; we will continue to consider applications after our deadline (see oversubscription criteria below) if we have spaces on the applicant's chosen courses.

### **Entry requirements**

#### **Level 3 Entry Requirements**

To study 3 AS level courses you will need:

- A combination of **five** GCSEs 9 - 4 grades including English and Maths
- One or two of the GCSE grades mentioned above may be replaced by BTEC Merit grades

You may need to have a grade 5, 6 or 7 in the subject you plan to study (or a closely related subject). This is specified in the Application Form.

#### **Level 2 Entry Requirements**

To study a Level 2 course you will need:

- Four 3 grades at GCSE

**or**

- Three 3 grades at GCSE and one Merit grade or above from a vocational course

#### **Process of application:**

The Sixth Form Application Form will be published and made available at our Sixth Form events during the autumn term.

Application forms should be submitted by the published closing date (on the application form).

A conditional offer subject to the student's Level 2 GCSE and vocational results will be made. If a student is already fully qualified an unconditional offer may be made.

Applicants who apply after the closing date will be placed on our waiting list and contacted if suitable places become available in accordance with the oversubscription criteria outlined below.

Year 12 enrolment will take place on the same day as the GCSE results are published in August. It is important that all applicants attend in person to secure their place in the Sixth Form. Those that do not attend put their place at risk or risk courses becoming full.

Whilst we make every effort to offer applicants their preferred choice of subjects, this is not always possible due to constraints of classroom accommodation or staffing availability. We also reserve the right to withdraw courses that fail to recruit in sufficient numbers.

### **Oversubscription criteria:**

- Applicants who are a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
- Applicants who attend Hampstead School in Year 11 and meet the entry requirements.
- Applicants with a brother or sister\* on roll at the same school who will still be on roll at the start of the new academic year.

\*For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or adoption and any step or foster brother or sister who lives with the applicant.

- Applicants who are judged to have an exceptional medical or social need that has a clear link between the exceptional need and the school. Parent/Carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the needs of the applicant and the school. Supporting statements from Camden Local Authority staff should not be requested and, if supplied, will not be considered.
- The applicant's home address in proximity to the school, with priority given to those living closest to the school. The distance will be measured in a straight line 'as the crow flies' between the home and the main entrance of the school. (The address given must be the one at which the child normally resides).

## **Haverstock admission policy**

Each year Haverstock School admits a maximum of 180 students into Year 12 of the Sixth Form. The number of places available to external students joining Haverstock School in Year 12 depends on the number of internal students continuing into the Sixth Form. In addition, 30 students will be put on the waiting list.

**All applicants** must have an academic reference from their current school stating their predicted grades in order to apply. Offers will be made on condition of the student meeting the entrance requirements for the courses chosen as per the entry requirement guidance in our current prospectus.

Places will be offered in the following order:

### **Looked after<sup>2</sup> and previously looked after<sup>3</sup> children**

Looked after children or children who were previously looked after but immediately afterwards became subject to an adoption, residence, or special guardianship order.

### **Applicants having a sibling<sup>4</sup> living at the same address and already attending the school at the time of admission.**

In cases where multiple siblings tie for the last place, then all will be offered a place, even if this exceeds the planned admission number.

### **Applicants who can provide evidence of an exceptional social or medical need that Haverstock is specifically able to meet.**

Such applications will only be considered if the case is made known to the school and supported by appropriate evidence at the time of the original application. This will normally be in the form of a letter from a suitably qualified professional such as the applicant's doctor, consultant or social worker.

The remaining places will be allocated to those applicants meeting the entrance criteria who live closest to the school and for whom places on their chosen courses are available.

Closeness to the school is measured in a straight line ('as the crow flies') from the centre of the school reception and the permanent address at which the applicant normally resides at the time of the application. The school will carefully verify the permanent address of the applicant.

Once applicants have been ranked according to distance, places will be allocated in order of closeness to the school, subject to the following procedures.

1. Once the places available for a particular course of study have been filled, any other applicant who has chosen that course will be not considered for admission, regardless of whether places are available on other courses that the applicant has chosen.
2. In the unlikely event of more than one applicant being tied for entry under these criteria, the place will be randomly allocated. This process will be independently verified.

The furthest distance that successful applicants live from the school varies from year to year and depends upon the varying demand for individual courses.

The school reserves the right to withdraw courses that fail to recruit in sufficient numbers.

30 students will be put on the waiting list. As places become available they will be offered to the students on the list in distance order, provided that their courses are available.

**Students who are not originally offered a place because they were not predicted the required grades or due to distance from the school, will be invited to attend a Supplementary Enrolment Session on the official Enrolment Day if (a) they do achieve the required grades (b) are still interested in a place.**

## Conditions

All places offered are subject to the following post-acceptance conditions:

1. The applicant must provide documentary proof of meeting the entrance requirements for their chosen course of study
2. The applicant must produce proof of address in the form of a copy of their parent/guardian's current council tax bill.

Any applicant who is unable to satisfy these conditions will not be admitted to the school.

1. *<https://www.gov.uk/government/publications/your-qualification-our-regulation-gcse-as-and-a-level-reforms>*
  2. *In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority*
1. *Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a residence order or special guardianship order. In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 This Act did not come fully into force until December 2005; it is therefore not possible for a child to have been adopted under that Act prior to then*
- (4) Sibling is defined in these arrangements as; a sister or brother, a half sister or brother, an adopted sister or brother, a step- sister or brother or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.*

# Regent High School Sixth Form Admission Policy

Application to Regent Sixth Form is open to all students who meet the specified entry criteria for the courses they wish to study.

## Entry requirements for admission in September 2021

All Regent High School Year 11 students who meet the minimum entry requirements are eligible to apply to progress to Year 12 (Regent Sixth Form).

Places are offered to eligible Year 11 students and to external applicants (subject to references) who meet the minimum entry requirements as published in the Regent Sixth Form prospectus and Curriculum Information booklet and contingent on the availability of appropriate resources.

Students apply to follow either an A Level, vocational or A Level and vocational combined programme, which comprises three subjects, and applicants must meet both the general entry requirements for the Sixth Form as well as those for each subject chosen (see table below).

## Entry requirements

Please see the 'Applying to Regent Sixth Form' web page for more information.

## Application process

Online application forms should be submitted by XX December 2021. Following this, applicants would usually be interviewed by a member of the Extended Leadership Team to discuss their application and subject choices in more depth, however this may not be able to take place due to Covid 19. Applicants may be contacted by telephone if there is a query regarding their application.

Conditional offers of a place at Regent Sixth Form will then be issued to all applicants who have demonstrated that they are able to meet the entry requirements for the programme for which they have applied. Please note that at this stage this does not constitute a firm offer of a place on any specific course.

Applications received after the deadline will be considered on a case-by-case basis.

The final offer of a place will be conditional on meeting the entrance requirements and attendance at enrolment before the start of term. Sixth Form enrolment begins on the day GCSE, and other Level 2 qualification, results are released in August.

Whilst we make every effort to offer applicants their preferred choice of subjects, this may not always be possible depending on the subjects selected.

## Oversubscription criteria:

Priority will be given in the following order to:

- Students who are looked after by the local authority or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order.
- Students who attended Regent High School in Year 11 and meet the entry requirements for the pathway they wish to enrol on.
- Students with a sibling attending the school.
- Students who live closest to the school.

## 8. Community Nursery Admission Arrangements 2022/23

Nursery classes are non-statutory and the admissions process is managed by the individual school.

Places will be offered to children who have an Education, Health and Care plan, which names the school with the agreement of Camden Council.

Below is the oversubscription criteria that will be followed if there are more applications than places available.

- a) Looked after children or children who were previously looked after but immediately after being looked after became the subject to an adoption, child arrangement, or special guardianship order.
- b) Applicants who have a brother or sister\* living at the same address on the school's roll when they join.

\*Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need and the specific school.
- d) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority.