1. Summary

1.1 The admission arrangements outlined in this document are the school admission procedures for the 2019/2020 academic year. This follows a consultation from the 28 November 2017 to 9 January 2018. Any comments received have been considered and incorporated if agreed.

1.2 Any objections to these arrangements can be lodged with the Office of the Schools Adjudicator up to 15 May 2018 at the following address:

Office of the School Adjudicator
Mowden Hall
Staindrop Road
Darlington
DL3 9BG
Tel: 01325 340 750
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
admissions@camden.gov.uk

<table>
<thead>
<tr>
<th>Secondary School Admissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Co-ordinated scheme</strong></td>
<td>Outlines Camden’s scheme developed to work across the 33 London local authorities.</td>
</tr>
<tr>
<td><strong>Admission numbers for community secondary schools</strong></td>
<td>No changes to the agreed numbers, except that it is agreed to reduce the published admission number at Haverstock secondary school from 210 to 180.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary / Junior School Admissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheme and admissions criteria</strong></td>
<td>Outlines Camden’s scheme developed to work across the 33 London local authorities. There are no changes.</td>
</tr>
<tr>
<td><strong>Proposed admission numbers for community primary schools</strong></td>
<td>No changes to the agreed numbers</td>
</tr>
</tbody>
</table>

Nursery Admissions
Proposed admission arrangements for nursery classes.

No changes for entry into nursery classes.

In-Year School Admissions

Responsibility for in-year school applications is to remain delegated to school's governing bodies.

Camden Sixth Form Admission Arrangements

Sixth form admission arrangements

Details on the admission arrangements and oversubscription criteria can be found on the relevant school website.

2.0 Arrangements for Secondary Transfer - Pan London Co-ordinated Scheme

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

2.2 Each LA must formulate for consultation a Co-ordination Scheme with a view to it being agreed by 15 April in the year before the arrangements come into effect. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.

2.3 The scheme for 2019/20 is set out in Appendix 1.

2.4 The Schools Admissions Code includes a requirement for each admission authority to maintain a waiting list for at least one term in the academic year of admission for every oversubscribed school. However, in Camden LA the community school waiting lists will be maintained for the duration of the academic year after which parents may be asked to confirm whether or not they wish to remain on the list.
2.5 Admission authorities must include the fact they will hold waiting lists in their school’s published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date their application was received or their name added to the list.

3.0 Criteria for Community Secondary School Admission

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

3.2 Camden’s criteria for admission to community secondary schools appear as Appendix 4.

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

4.0 Secondary School Admission Numbers

4.1 There is only one change to the published admission numbers for community secondary schools for September 2019. Haverstock is to be reduced from 210 to 180.

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Places for September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acland Burghley (Mixed)</td>
<td>178</td>
</tr>
<tr>
<td>Camden School for Girls</td>
<td>120</td>
</tr>
<tr>
<td>Hampstead (Mixed)</td>
<td>210</td>
</tr>
<tr>
<td>Haverstock (Mixed)</td>
<td>180</td>
</tr>
<tr>
<td>La Sainte Union (Girls)</td>
<td>180</td>
</tr>
<tr>
<td>Maria Fidelis (Mixed)</td>
<td>150</td>
</tr>
</tbody>
</table>
5.0 In-year admissions (primary and secondary school)

5.1 Applications for places in any year groups other than the admissions rounds of the normal years of entry to primary and secondary schools (Reception and Year 7) will be treated as in-year admissions.

5.2 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.

5.3 Applications for entry to schools in Reception and Year 7 will be administered by the local authority until the autumn half term, 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.

5.4 Schools will maintain their own waiting lists. Governors of both community and voluntary aided schools will apply their determined arrangements and rank applicants to determine whom an offer will be made when a vacancy becomes available.

5.5 Schools should inform applicants of the outcome of their application within 20 working days of receipt of the application. Schools will write offer letters to applicants and must inform applicants of their right to appeal against the refusal of a place.

5.6 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.

5.7 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.
5.8 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 weekly basis by secondary schools and fortnightly basis by 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.

5.9 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. It is proposed that these arrangements will continue for the 2019/20 academic year.

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.

5.10 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.

5.11 Schools will 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.

5.12 Schools using supplementary information forms will need to provide the Authority with copies.

6.0 Criteria for admission to Camden community primary schools

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

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

7.0 Admission arrangements to community primary schools (reception class)

7.1 For admissions to schools in the academic year 2011/12 onwards, local authorities must formulate schemes for co-ordinating all applications to maintained schools from applicants in their area, whenever received, and for whichever age group, under one scheme. This means that applicants must apply to their home authority rather than to the maintaining authority.

7.2 This means that Camden residents will be required to apply to Camden LA regardless of where the schools listed on their form are located. This has aligned the process with the arrangements for secondary transfer.

7.3 Pan-London co-ordination provides many benefits to applicants and helps eliminate multiple offers.

1.4 In order for this process to take place, admissions will need to be co-ordinated across the 33 London authorities. A computer based Pan-London Admissions System will enable co-ordination to take place. The scheme for 2019/20 is set out in Appendix 1.

7.5 Although each local authority must formulate for consultation a Co-ordinated Scheme for agreement by 15 April in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.

7.6 Arrangements for residents without a school place, and the administration of waiting lists are for local determination.
7.7 Camden’s criteria for admission to primary schools appear as Appendix 3.

8.0 Primary School Admission Numbers

8.1 The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school’s net capacity as determined by a DfE formula. Schools must be consulted before deciding their admission number. Details are attached as Appendix 2.

9.0 Nursery class admission arrangements

9.1 Nursery classes are non-statutory and entry into the classes are managed by schools themselves.

9.2 Details of the admission criteria for community nurseries are attached as Appendix 6.
Appendix 1

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Camden LA Schemes for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2019/20

Contents

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Page 14: Scheme for co-ordination of admissions to Year 7 in September 2019
Page 21: Scheme for co-ordination of admissions to Reception in September 2019
Page 27: Content of Common Application Form - Year 7 and Reception Schemes (Schedule 1)
Page 29: Content of outcome letter - Year 7 and Reception Schemes (Schedule 2)
Page 31: Timetable for Year 7 Scheme (Schedule 3A)
Page 32: Timetable for Reception Scheme (Schedule 3B)
Camden LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2019/20

Definitions used in the schemes

“the Application Year” the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).

“the Board” the Pan-London Admissions Executive Board, which is responsible for the Scheme

“the Business User Guide (BUG)” the document issued annually to participating LAs setting out the operational procedures of the Scheme

“the Common Application Form” this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order

“the Equal Preference System” the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place

“the Highly Recommended Elements” the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA” the LA in which the applicant/parent/carer is resident

“the LIAAG Address Verification” the document containing the address verification policy of each participating LA

“the Local Admission System” 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.

“the Qualifying Scheme” the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies.
PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Camden Scheme for Co-ordination of Admissions to Year 7 in 2019/20

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 Template LA 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’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 LIAAG Address Verification Register. 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 12 December 2018.

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 evidence requested by the maintaining LA in respect of a preference for a school in its area by 13 November 2018.

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 13 November 2018.
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 2018**.

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 **13 November 2018**. 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 Camden that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the Common Application Form by the first week of December. All applicants for the school must be then included in on the rank list. For voluntary-aided schools Camden can provide home to school distances to prioritise applicants tied under a certain criterion and/or applicants not meeting faith or other criteria. Where a school specifies a certain number of places to be offered under each category eg foundation, music or open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.

15. This 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 **12 December 2018**.

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 2018**, 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 2018 and 2 January 2019** 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 this LA, this 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 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 **1 February 2019**. 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 **14 February 2019** if this is sooner.

24. Camden LA will not make an additional offer between the end of the iterative process and **1 March 2019** 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 **15 and 22 February 2019** 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 22 February 2019. (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. Applicants will be offered a place at the nearest Camden school with a vacancy, if possible.

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 2019, this LA will send by 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 2018.

Post Offer

6. Camden LA will request that resident applicants accept or decline the offer of a place by 15 March 2019, 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 2019, Camden LA will forward the information to the maintaining LA by 22 March 2019. Where such information is received from applicants after 15 March 2019, 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. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. When acting as a home LA, when Camden LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.

15. 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.

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

17. Children will remain on the waiting list until the end of the academic year in which they are in the reception year. Parents / carers will then have the
opportunity to extend this further into the following year should they confirm to the school that this is their preference.
**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 online. This will include all the fields and information specified in Schedule 1 to this Camden LA 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.

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 this 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 this LA, they will be available on this LA’s website. Such forms will advise parents that they must also complete their home LA’s Common Application Form. This LA’s composite prospectus and website will indicate which schools in this 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 this 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 Verification Register. 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 2019.

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 evidence requested by the maintaining LA in respect of a preference for a school in its area by 5 February 2019.

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 5 February 2019.

Processing

11. Applicants resident within Camden LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by 15 January 2019.

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 5 February 2019. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA will notify each school within Camden that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the common application form by 6 December. All applicants for the school must then be included in on the rank list. For voluntary-aided schools Camden will provide home to school distances to prioritise applicants tied under a certain criterion and/or applicants tied under a certain criteria and/or rank applicants not meeting faith or other criteria. Where a school specifies a certain number of places to be offered each category eg foundation or open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.

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. This 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 2019**.

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 **11 February 2019**, 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 **12 and 26 February 2019** 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 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 this LA to the PLR by **21 March 2019**. 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 28 March 2019 if this is sooner.

23. Camden LA will not make an additional offer between the end of the iterative process and the 16 April 2019 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 this 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 29 March and 10 April 2019 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 2019. (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. Each unplaced child will be offered a place at the nearest Camden school with a vacancy where possible.

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 16 April 2019, send by first class post notification of the outcome to resident applicants.

31. Camden LA will provide primary schools with destination data of its resident applicants by the end of the summer term 2019.

**Post Offer**

32. Camden LA will request that resident applicants accept or decline the offer of a place by 30 April 2019, or within two weeks of the date of any subsequent offer.

33. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by 30 April 2019, this LA will forward the information to the maintaining LA by 7 May 2019. Where such information is received from applicants after 30 April 2019, this 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 this 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. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA’s area, the admission authority will inform Camden LA of a potential offer, in order that the offer may be made by the home LA.

36. 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.

37. 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.

38. 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.

39. 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.

40. When acting as a home LA, when Camden LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.

41. 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.

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

43. Children will remain on the waiting list until the end of the academic year in which they are in the reception year. Parents / carers will then have the opportunity to extend this further into Year 1 should they confirm to the school that this is their preference.
SCHEDULE 1
PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Minimum Content of Common Application Form for Admissions to Year 7 and
Reception in 2019/20

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.
Outcome Letter for Admissions to Year 7 and Reception in 2019/20
From: Home LA

Date: 1 March 2019 (sec)  
16 April 2019 (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 2019 (sec) / 30 April 2019 (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)*
SCHEDULE 3A
PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Year 7 in 2019/20

Fri 19 Oct 2018  Published closing date (Friday before half-term)

Wed 31 Oct 2018  Statutory deadline for receipt of applications

Tues 13 Nov 2018  Deadline for the transfer of application information by the Home LA to the PLR (ADT file).

Wed 12 Dec 2018  Deadline for the upload of late applications to the PLR.

Thurs 13 Dec 2018 – Wed 2 Jan 2019  Checking of application data

Fri 1 Feb 2019  Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)

Thu 14 Feb 2019  Final ALT file to PLR

Fri 15 – Fri 22 Feb 2019  Checking of offer data

Mon 25 Feb 2019  Deadline for on-line ALT file to portal

Fri 1 Mar 2019  Offer letters posted.

Fri 15 Mar 2019  Deadline for return of acceptances

Fri 22 Mar 2019  Deadline for transfer of acceptances to maintaining LAs
<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Tues 15 Jan 2019</td>
<td>Statutory deadline for receipt of applications</td>
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<tr>
<td>Tues 5 Feb 2019</td>
<td>Deadline for the transfer of application information by the Home LA to the PLR (ADT file)</td>
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<tr>
<td>Mon 11 Feb 2019</td>
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<tr>
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<td>Checking of application data</td>
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<td>Thur 21 Mar 2019</td>
<td>Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).</td>
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<td>Thur 28 Mar 2019</td>
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<tr>
<td>Fri 29 Mar - Wed 10 Apr 2019</td>
<td>Checking of offer data</td>
</tr>
<tr>
<td>Thurs 11 Apr 2019</td>
<td>Deadline for on-line ALT file to portal</td>
</tr>
<tr>
<td>Tues 16 April 2019</td>
<td>Offer letters posted.</td>
</tr>
<tr>
<td>Tues 30 April 2019</td>
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<tr>
<td>Tues 7 May 2019</td>
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### Primary School Admission Numbers 2019/20

#### APPENDIX 2

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<td>Edith Neville</td>
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<td>St Michael’s Camden Town</td>
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Appendix 3
Camden Community Primary School Admissions Criteria 2019/20

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 child who was 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 /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 to support the link between the need and the specific 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’ measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system with those living closer to the school receiving higher priority.

Please note: Following consultation, 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.
• Proximity to schools is measured on a computerised mapping system of the area, measured in a straight line (‘as the crow flies’) between the property address to the centre of the school.

• 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 (rank) of preference. The rank or 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, priority within b and c will be decided on by the distance criterion.

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, a child-minder’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 a statement of special educational need / 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 ‘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 twin has a Statement of Special Educational Needs / Education, Health Care plan that names a specific school, the other twin 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 exceptionally 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\textsuperscript{st} April and the 31\textsuperscript{st} August in the relevant year.

Each admission authority must make its own decision, but may expect 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 all other schools. Any decision is applicable only to the school for which the admission authority is responsible.*
Appendix 4
Camden Community Secondary School Admissions Criteria 2019/20

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 a child who was previously looked after but immediately after being looked after became 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. This can include siblings in the sixth form as long as they are on roll at the same school, and will still be on roll when the other child joins.

*Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the /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 to support the link between the need and the specific 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) 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.
• Proximity to schools is measured on a computerised mapping system of the area, measured in a straight line (‘as the crow flies’) between the property address to the centre of the school.

• 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 (rank) of preference. The rank or 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, priority within b and c will be decided on by the distance criterion.

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, 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 a statement of special educational need / 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.
Appendix 5
Camden Sixth Form Admission Arrangements 2019/20

Details on the admission arrangements and oversubscription criteria can be found on the relevant school websites.
Appendix 6: Community Nursery Admission Arrangements 2019/20

Places will be offered to children who have an education, health and care plan, which names the school with the agreement of Camden council.

a) Looked after children or a child who was 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 /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 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.