



**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**SCHEME FOR CO-ORDINATION OF  
ADMISSIONS TO YEAR 7 IN SEPTEMBER  
2012/2013**

**QUALIFYING SCHEME**

**REVISED FOR 2012/13**

**DEFINITIONS OF TERMS USED**

<b>Admissions Service</b>	That part of the Hammersmith & Fulham Education Department which acts as clearing house for the allocation of places by relevant admissions authorities and makes the single offer of a place on the Prescribed Day.
<b>Application Year</b>	The academic year in which the parent makes an application, i.e. in relation to the academic year of entry, the year preceding it. <b>The dates shown in this document are for 2012-2013</b>
<b>Common Application Form</b>	The form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order:
<b>The London E-Admissions Portal</b>	The common online application system used by the 33 London LAs
<b>The Equal Preference System</b>	The model whereby all preferences listed by parents on the Common Application form are considered under the oversubscription criteria for each school without reference to parental ranking. Where a pupil is 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.
<b>Highly Recommended elements</b>	The elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination
<b>Mandatory Elements</b>	Those elements of the Template LA Scheme to which authorities <b>must</b> subscribe in order to be considered as 'Participating Authorities' and to benefit from the use of the Pan-London Register
<b>Home LA</b>	The LA in which the applicant parent/carer is resident.
<b>Local Admission System (LAS)</b>	The IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs.
<b>Maintaining LA</b>	The LA which maintains a school to which an

applicant has applied.

**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.

**Prescribed Day**

The day on which outcome letters are posted to parents/carers. For secondary schools: 1<sup>st</sup> March 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. For primary schools: A date determined annually by the Board.

**Pan-London Register (PLR)**

The database which will sort and transmit application and outcome data between the LAS of each participating authority

**Pan-London Timetable**

The framework for processing of application and outcome data.

**Qualifying Scheme**

The scheme which each LA is required to formulate in accordance with the School Admissions (Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## **PAN-LONDON CO-ORDINATED SECONDARY SCHOOL ADMISSIONS**

### **LONDON BOROUGH OF HAMMERSMITH & FULHAM'S PROPOSED SCHEME FOR THE CO-ORDINATION OF ADMISSIONS TO YEAR 7 – Sept 2012 entry**

The London Borough of Hammersmith & Fulham's Scheme for co-ordinated admissions includes all maintained secondary schools in the borough. These are:

- Fulham Cross Girls School & Language College (Community) (Girls)
- Lady Margaret School (Voluntary Aided) (Church of England Girls)
- Sacred Heart High School (Voluntary Aided) (Roman Catholic Girls)
- The London Oratory School (Voluntary Aided) (Roman Catholic Boys)
- Phoenix High School (Community) (Mixed)
- Burlington Danes Academy (Church of England Mixed)
- Hurlingham & Chelsea Secondary School (Community) (Mixed)
- Henry Compton (Community) (boys)
- Hammersmith Academy
- West London Free School

The scheme also includes any out of borough school that is being applied to by a Hammersmith & Fulham resident, excluding Independent Schools and schools that are outside their LA's coordination scheme.

#### **Applications Procedure**

1. Hammersmith & Fulham Local Authority (LA) will advise home local authorities before the end of the summer term of their resident pupils on the roll of this LA's maintained primary schools who are eligible to transfer to secondary school in the forthcoming application year.
2. Applications from residents of Hammersmith & Fulham will be made on Hammersmith & Fulham's Common Application Form. Applications can also be made on line: [www.lbhf.gov.uk/admissions](http://www.lbhf.gov.uk/admissions)
3. Hammersmith & Fulham LA will take all reasonable steps to ensure that every parent who is resident in this Local Authority (LA) who has a child in their last year of primary education receives a copy of the annual Admissions Brochure and a Common Application Form (CAF) and information about how to make an on-line application. The admissions booklet will also be available to parents who do not live in this LA and will include information on how they can access their home LA's CAF. The booklet will be available on-line and in hard copy at the start of each academic year.

#### 4. Supplementary Information Forms

The admission authorities within Hammersmith & Fulham will only use supplementary forms in order to only collect information that is required for consideration of the application against the published admissions criteria. Schools requiring a Supplementary Information Form for admission in 2012 are:

- The London Oratory School
- Sacred Heart High School
- Lady Margaret School
- Hammersmith Academy

5. The LA will seek to ensure that these additional information forms only collect information which is required by the published oversubscription criteria of the schools concerned, in accordance with paragraph 1.83 of the School Admissions Code. Where supplementary information forms are used by admission authorities in this LA, they will be also available on Hammersmith & Fulham's website. Such forms will advise parents they must also complete their home LA's CAF. The Hammersmith & Fulham admissions booklet will indicate which schools in the area require a supplementary form to be completed and where the form can be obtained.
6. Where a school receives a supplementary information form, this LA will not consider it to be a valid application for the school unless the parent has also completed either a Hammersmith & Fulham CAF or their home CAF if resident in another LA on which the school is named as a preference.
7. All applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside Hammersmith & Fulham LA (and any City Technology College that has agreed to participate in their LA's qualifying Scheme).
8. Applicants will be advised that they will receive no more than one offer of a school place unless they have also applied for a school in an LA which is not participating in the Pan-London scheme and that a place will be offered at the highest ranked school for which they are eligible for a place.
9. The order of preference on the CAF will not be revealed in accordance with paragraph 1.76 of the School Admissions Code. However where a parent resident in Hammersmith & Fulham expresses a preference for schools in the area of another LA, the order of preference for that LA's school 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.

10. Hammersmith & Fulham undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applications. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA in respect of a preference for a school in its area no later than **16 December 2011**.
11. Hammersmith & Fulham will confirm the status of any resident child for whom it receives a CAF stating the child is "Looked After" and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2011**.

### **Processing Applications**

12. All applicants resident in Hammersmith & Fulham must return the CAF, which will also be available and able to be submitted on-line to the Admissions Section of Education Department by **31 October 2011**. However, this LA will publish information which encourages applicants to submit their application by **21 October 2011 (i.e., the Friday before Autumn Half Term)** to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
13. Supplementary information forms, where they apply, must be returned directly to the relevant schools by the date specified by the school.
14. Application data (ADT file) relating to the applications to schools in other participating LAs will be up-loaded to the Pan London Register (PLR) by **14 November 2011**.
15. Between **12 December 2011 – 03 January 2012**, the LA. VA schools and the Academy will assess their applications according to their admission criteria. Those schools who are their own admission authority will provide the LA with an electronic list of their applicants in rank order by **21 January 2011**.
18. All preferences for schools in Hammersmith & Fulham will be considered without reference to rank order.
19. **01 February 2012** will be the deadline by which Hammersmith & Fulham will transfer potential offer information to the PLR.
20. Hammersmith & Fulham LAS 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 with deadline to the PLR which will continue until notification that a steady state has been achieved or until **14 February 2012** if this is sooner.

- 21 This LA will not make an additional offer between the end of the iterative process and 01 March 2012 which may impact on an offer being made by another participating LA.
- 22 Notwithstanding paragraph 21, if an error is identified within the allocation of places at one of Hammersmith & Fulham's schools, Hammersmith & Fulham will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA Hammersmith & Fulham 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, Hammersmith & Fulham will accept that the applicant(s) affected might receive more than one offer.
23. Between **15 February 2012 – 23 February 2012** Hammersmith & Fulham will participate in the offer data checking as scheduled in the Pan-London timetable.
24. Hammersmith & Fulham will send a file to the E-Admissions portal with outcomes for all residents who applied on line no later than **24 February 2012**. (33 London LAs & Surrey only).

#### **Offers**

- 25 Hammersmith & Fulham will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives information about where there may be alternative secondary school places available in the borough and how to apply
26. Hammersmith & Fulham 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.
27. On **1 March 2012** (the "Prescribed Day") Hammersmith & Fulham will send by first class post notification of the outcome to resident applicants, whether for schools in the borough or in other LAs.
28. The LA's outcome letter will include the information in the Notification letter, set out in Schedule 1.
29. All secondary schools in the borough will be provided with this information as soon as possible after the prescribed day and primary schools will also receive the destination data for their transferring cohort .

## Late Applications

30. Hammersmith & Fulham will regard applications for community schools, received after the closing date as late, unless they are late for a good reason. For community schools, late for good reason would include:
- A proven administrative error has occurred on the part the Local Authority
  - A family/single parent has recently moved into the borough from outside the Pan-London Scheme area or is returning from abroad
  - A single parent has been ill for some time or has been dealing with the death of a close relative
31. Schools that are their own admission authority will decide whether or not to accept late applications and their decisions will be made in line the school's published procedure for dealing with late applications. A late applicant will therefore need to write to the school stating the reason(s) why the application is late.
32. Where an application is treated as late with good reason, it will be regarded as an on-time application. The latest date by which an application that is late for the above reasons, can be accepted for a Hammersmith & Fulham resident is **16 December 2011**.
33. 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 **16 December 2011**, on the basis that an on-time application already exists within the Pan-London system.

## Post Offer

34. Parents must accept or decline the offer of a place by **16 March 2012**.
35. Where a resident parent accepts or declines a place in a school maintained by another LA by **16 March 2012**, this LA will forward the information to the maintaining LA by **23 March 2012**. Where such information is received from applicants after **16 March**, this LA will pass it to the maintaining LA as it is received.
36. Hammersmith & Fulham will inform the home LA, where different, of an offer for a maintained school or Academy in this 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, Hammersmith & Fulham and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. Hammersmith & Fulham 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. Where Hammersmith & Fulham is informed by a maintaining LA of an offer which can be made to an applicant resident in this 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. Where this LA, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 38 and 39 shall apply to the revised order of preferences.
41. This LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. Hammersmith & Fulham will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

### **Waiting Lists**

43. Maintained Community Secondary Schools: Hammersmith & Fulham LA will hold and administer the waiting lists for these schools
44. Maintained VA Schools & Own Admission Authority Schools: Will make their own determination as to whether or not to maintain a waiting list beyond the first term of the academic year.
45. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

### **46 In-Year Admissions**

Applications for school places outside of the normal year of entry falls under the 2010 School Admissions Code. It is a requirement that Local Authorities co-ordinate all In-Year admissions for all year groups and the process will be carried out under the Pan-London Co-ordinated admissions system as outlined within the Scheme for In-Year Admissions.