



LONDON BOROUGH OF HAMMERSMITH & FULHAM

**SCHEME FOR CO-ORDINATION OF
ADMISSIONS TO RECEPTION CLASSES IN
2012 - 2013**

QUALIFYING SCHEME

DEFINITIONS OF TERMS USED

Admissions Service	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.
Application Year	The academic year in which the parent makes an application, i.e. in relation to the academic year of entry, the year preceding it. The dates shown in this document are for 2012-2013
Common Application Form	The form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order:
The London E-Admissions Portal	The common online application system used by the 33 London LAs
The Equal Preference System	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.
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
Mandatory Elements	Those elements of the Template LA Scheme to which authorities must subscribe in order to be considered as 'Participating Authorities' and to benefit from the use of the Pan-London Register
Home LA	The LA in which the applicant parent/carer is resident.
Local Admission System (LAS)	The IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs.

Maintaining LA	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 st 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 (PLR)	Register 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 SCHOOL ADMISSIONS SYSTEM

LONDON BOROUGH OF HAMMERSMITH & FULHAM'S PROPOSED SCHEME FOR CO-ORDINATION OF ADMISSIONS TO RECEPTION IN 2012/13

The London Borough of Hammersmith & Fulham's Scheme for co-ordinated admissions includes all maintained primary schools primary academies in the borough.

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 of their resident pupils on the roll of this LA's maintained nursery schools and primary schools that are eligible to transfer to reception 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
3. Hammersmith & Fulham LA will take all reasonable steps to ensure that every parent/carer who is resident in this Local Authority (LA) who has a child in a maintained nursery school or nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's 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.
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.
5. The LA will seek to ensure that these supplementary information forms only collect information which is required by the published oversubscription criteria of the schools concerned. 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's admissions brochure 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 primary schools or academies within and/or outside Hammersmith & Fulham LA,
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 to a school within Hammersmith & Fulham. 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 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 **03 February 2012**.

Processing Applications

11. 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 **15 January 2012**.
12. Supplementary information forms, where they apply, must be returned directly to the relevant schools by the date specified by the school.
13. Application data (ADT file) relating to preferences for schools in other participating LAs will be up-loaded to the Pan London Register (PLR) by **03 February 2012**. Supplementary information provided with the CAF will be forwarded to the maintaining LAs by this date.

14. **06 February 2012** Hammersmith & Fulham will provide maintained voluntary aided schools and academies in the LA area with details of on time applications for the schools (see below for Late Applications section)
18. **17 February 2012** will be the deadline in Hammersmith & Fulham for the upload of accepted late applications to the PLR (see Late Applications section).
16. Between **20 February – 02 March 2012**, the LA other own admission schools will assess their applications according to their admission criteria. Those schools that are their own admission authority will provide the LA with an electronic list of their applicants in rank order by **12 March 2012**.
17. All preferences for schools in Hammersmith & Fulham will be considered without reference to rank order.
18. **15 March 2012** will be the deadline by which Hammersmith & Fulham will transfer potential offer information to the PLR.
19. 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 **21 March 2012** if this is sooner.
20. This LA will not make an additional offer between the end of the iterative process and **18 April 2012 (the offer date)** which may impact on an offer being made by another participating LA.
21. Notwithstanding paragraph 20, 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.
22. Between **22 March and 12 April 2012** Hammersmith & Fulham will participate in the offer data checking as scheduled in the Pan-London timetable.

23. Hammersmith & Fulham will send a file to the E-Admissions portal with outcomes for all residents who applied on line no later than **13 April 2012**.

Offers

24. 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 primary school places available in the borough and how to apply.
25. 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.
26. On **18 April 2012** 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.
- 27, All nursery and primary schools in the borough will be provided with destination data as soon as possible after the offer date.

Late Applications

- 28 Hammersmith & Fulham will regard applications 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
29. For VA schools and other own admission authority schools, the governors, as the admission authority will decide whether or not to accept late applications and their decisions will be made in line with 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.
30. Where an application is treated as late with good reason, it will be regarded as an on-time application. The latest date by which such an application can be accepted for a Hammersmith & Fulham resident is **17 February 2012**.

Post Offer

31. Parents must accept or decline the offer of a place by **02 May 2012**.
32. Where a resident parent accepts or declines a place in a school maintained by another LA by **02 May 2012**, this LA will forward the information to the maintaining LA by **16 May 2012**. Where such information is received from applicants after **02 May**, this LA will pass it to the maintaining LA as it is received.
33. 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.
34. 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.
35. 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.
36. 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.
37. 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 35 and 36 shall apply to the revised order of preferences.
38. This LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
39. Hammersmith & Fulham will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting Lists

40. Maintained Community Schools: Hammersmith & Fulham LA will hold and administer the waiting lists for these schools

- 41 VA Schools & Academies : Will make their own determination as to whether or not to maintain a waiting list beyond the first term of the academic year.
42. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

43. **In-Year Admissions**

Applications for school places outside of the normal year of entry falls under the 2009 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.