

# London Borough of Hammersmith and Fulham

## Scheme for co-ordination of in-year admissions 2012/2013

### Introduction

Under Schedule 2 of the [School Admissions \(Co-ordination of Admission Arrangements\) \(England\) Regulations 2008](#), local authorities are required to formulate a scheme by January 2010 to coordinate in-year admissions. Applications by residents of the home LA (see below) must apply through their home LA and be able to express up to at least three preferences. This scheme sets out elements that will enable successful co-ordination of in-year admissions within the borough and with other local authorities.

### 2012/2013

### Definitions

“the Home LA”	the LA in which the child is resident
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied

### Section 1: Applications

1. Applications for children resident in Hammersmith and Fulham LA will be made on Hammersmith LA's Common Application Form. This will include all the fields and information specified in Schedule 1 to this Protocol. These will be supplemented by any additional fields and information which are deemed necessary by Hammersmith & Fulham to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Hammersmith and Fulham LA will allow parents to submit an online enquiry through the LA website to express an interest in applying for a school place in-year.
3. Hammersmith and Fulham LA will not use supplementary forms for its community schools; however, admissions authorities will use supplementary forms where information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Hammersmith and Fulham LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
4. Where supplementary forms are used by admission authority schools, they will be available from the school concerned and available from Hammersmith and Fulham School Admissions Section and on Hammersmith and Fulham LA website. Any supplementary forms must advise parents that they must also complete their home

LA's Common Application Form. Hammersmith and Fulham LA's admission booklet and website will indicate which of this LA's schools require supplementary forms to be completed and where they can be obtained.

5. Where an admission authority in Hammersmith and Fulham LA receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on their Home LA's Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.
6. Applicants will be able to express a preference for a maximum of three maintained primary/secondary schools or Academies within and/or outside the Home LA . Hammersmith and Fulham LA will accept any preference received from a home LA for a maintained school or academy in its area.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hammersmith and Fulham LA. However, where a parent of a child resident in this 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 a child is eligible for a place at more than one school in that LA's area.
8. Hammersmith and Fulham LA undertakes to carry out address verification for each application made by a resident within Hammersmith and Fulham LA. 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 as soon as it becomes apparent.
9. Hammersmith and Fulham LA will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in this LA's area as soon as it is received.
10. Hammersmith and Fulham LA will advise a maintaining LA of the reason for any preference expressed for a school not in Hammersmith and Fulham LA's area, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

## **Section 2: Processing**

11. Hammersmith and Fulham will process applicants without delay, and if refused a place applicants will be advised of their statutory appeal rights. This includes ensuring that all children who arrive outside the normal admissions round who may have difficulty in securing a place are covered by its fair access Protocol.
12. Applicants with children resident within Hammersmith and Fulham LA must complete and return the Common Application Form to Hammersmith and Fulham LA.
13. An application for a child resident outside of Hammersmith and Fulham LA will not be considered until a Common Application Form has been completed and returned to the Home LA.
14. Where an application is not fully completed, Hammersmith and Fulham will not treat the application as valid until all information is received.

15. Hammersmith and Fulham will aim to share application data relating to preferences for schools in another LA, with that LA within **5 working days** of the application being received. Supplementary information received with the Common Application Form will be sent to maintaining LA's by the same date.
16. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative arrangements will be made to forward data and supporting information to LA's that do not have access to this site.
17. Where, acting as a Home LA, this LA requests background information from a previous school before a place is offered, it will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received.

### **Section 3: Processing by schools and academies in Hammersmith and Fulham**

18. To provide a named point of contact for Hammersmith and Fulham LA's School Admissions Team to liaise with over in year admission issues.
19. All schools within the borough to keep an updated record of on roll numbers in each of it's year groups which will be made available to School Admissions Team. The information should be updated, by email, on a **weekly basis**.
20. Where Hammersmith and Fulham LA passes details of an applicant to an admission authority school within its area, the school should as soon as possible notify Hammersmith and Fulham LA of the outcome of the application but the process should be completed within **9 working days**.
21. Where an application for a place at a school or academy within Hammersmith and Fulham is refused, Hammersmith and Fulham LA will notify the applicant of their right of appeal.

### **Section 4: Offers**

22. Hammersmith and Fulham LA will aim to share the outcome of an application for one of its schools with the Home LA within **10 school days** of receiving the data. (Where it is clear to this LA that no vacancy exists for the child, this LA will inform the home LA as soon as possible after receipt of the application data).
23. If it has not been possible to make a decision within **10 school days**, Hammersmith and Fulham LA undertakes to send details of the outcome of an application for one of its schools to the Home LA as soon as a decision is made, but within at least **20 working days** of receiving the application data.
24. Where it has not been possible to share the outcome of an application within **10 school days** of receiving the data, Hammersmith and Fulham LA understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of Hammersmith and Fulham LA's school.
25. Acting as Home LA, Hammersmith and Fulham will eliminate all but the highest ranked offer where an applicant has more than one potential offer across

Maintaining LA's submitting information within **10 school days**, and where it has been informed by a maintaining LA that a place is available, will advise that LA whether the place is required.

26. Acting as Home LA, Hammersmith & Fulham LA will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in Hammersmith and Fulham or in other LA's.
27. Where it has not received an outcome of an application for a school within another maintaining LA which is a higher preference than the school offered, Hammersmith and Fulham LA as Home authority, will manage that application by liaising with the maintaining LA and the applicant, as appropriate, until an outcome can be sent in respect of each higher preference school on the Common Application Form.
28. Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will not pass responsibility to the new Home LA until an outcome has been sent for each of the preferences made.
29. Once an outcome has been sent for each of the preferences made, the new Home LA will accept the application from the date of the move, once they are satisfied that the family has moved.

#### **Section 5: Post-offer**

30. Hammersmith and Fulham LA will request that resident parents accept or decline the offer of a place within **14 days**.
31. Where a parent does not respond within this timeframe and the application is for an out-borough school, Hammersmith and Fulham LA, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if necessary, will liaise with the maintaining LA. Only where the parent fails to respond and Hammersmith and Fulham LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
32. Where a parent resident in Hammersmith and Fulham LA accepts or declines a place in a school maintained by another LA, this LA will forward the information to the maintaining LA as soon as it is received.
33. Hammersmith and Fulham LA will inform the home LA whether a child offered a place at a school in its area has been admitted to the school within **5 school days** of the start date.
34. Hammersmith and Fulham will notify the Home LA of any appeals upheld for schools within Hammersmith and Fulham.

#### **Section 6: Waiting Lists**

35. Where an admission authority school maintains a waiting list, and a place is available to be offered from the waiting list to a child resident in another LA, Hammersmith and Fulham LA will advise the Home LA so that they might formally offer the place. Where Hammersmith and Fulham LA is the admission authority, school waiting lists will only be held for the first term in the normal year of entry.

36. Where Hammersmith and Fulham LA is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.
37. All waiting-list offers to be made in respect of schools and academies within Hammersmith and Fulham LA shall be communicated by Hammersmith and Fulham as the Home LA, or, where it is the maintaining LA, shall be communicated by Hammersmith and Fulham LA to the Home LA who will communicate the offer to the applicant.

## **SCHEDULE 1**

**Hammersmith and Fulham LA's Common Application Form will contain the following fields:**

### **Child's details:**

- Surname
- Forename(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school
- If currently in school, reason for transfer – with options
- If currently out of school, reasons why out of school – with options
- Does the applicant have a current statement of SEN?
- Is the child Looked After, if they are, which is the relevant authority?

### **Parent's/Carer's details:**

- Title
- Forename
- Surname
- Address (if different from child's address)
- Telephone Number(s)
- Relationship to Child
- Does the named parent/carers have parental responsibility for the child named on the form?

### **Preference details (maximum of 3):**

- Name and DCSF number of school
- Preference ranking
- Local Authority in which the school is based
- Sibling Details
- Reasons for Preference (including any special medical, social, religious, philosophical, educational or other needs)

### **Other:**

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms