



**Pan-London Coordinated Admissions System for the
Academic Year 2021/22**

London Borough of Hammersmith & Fulham

**LA Scheme for the Coordination of Admissions to the
Reception/Junior Year**

March 2020

Definitions used in this scheme:

'LBHF' / Hammersmith & Fulham or LBHF	The London Borough of Hammersmith and Fulham
'the Application Year'	the academic year in which the parent makes an application (ie. 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 Local Authorities (LAs) setting out the operational procedures of 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 (CAF)'	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 (see Schedule 1)
'the Equal Preference System'	the model whereby all preferences listed by parents on the CAF 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 Register'	the document containing the address verification policy of each participating LA
'the 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

`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. 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.

LA Schemes for the Co-ordination of Admissions to Reception/Junior* for the academic year 2021/22

Background

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Hammersmith & Fulham scheme for 2020/21 for the reception /Junior class entry which forms part of the Pan-London Coordinated Admissions System (PLCAS) are set out in this document. All maintained schools and academies are required to take part.

Scheme for the co-ordination of Admissions to Reception and Junior school in 2021/22

Applications

1. Applications from residents of H&F will be made on the borough'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 borough's Scheme. These will be supplemented by any additional fields and information which are deemed necessary by LBHF to enable the admission authorities in the LA area to apply their published oversubscription criteria. The CAF can be completed in paper form or applicants can apply online via the London eAdmissions portal provided by LGFL. This can be accessed via the LBHF website at: www.LBHF.gov.uk/schooladmissions.
2. LBHF will take all reasonable steps to ensure that every parent/carer who is resident in LBHF and has a child in a nursery class within a maintained school or academy, either in LBHF or any other maintaining LA, is informed how they can access LBHF's composite prospectus and apply online. Parents/carers who do not live in LBHF will have access to LBHF'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 LBHF 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 LBHF, 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 LBHF, they will be available on LBHF's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. LBHF's composite prospectus and website will indicate which schools in LBHF require supplementary forms to be completed and where they can be obtained.

5. Where a school in LBHF receives a supplementary information form, LBHF 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 LBHF to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in LBHF 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. If applying on a paper CAF, this will need to be sent direct by parents to the Admissions Team or submitted to the nursery school then forwarded to the Admissions Team. Although a compromise on confidentiality of school preferences, it is recognised that this is necessary so that school staff can assist parents in the application process. Parents must be given the opportunity to apply direct to the Admissions Team if they wish. All paper CAFs must be received by the Admissions Team by 5pm on the closing date, **15 January 2021**. Online applications must be submitted by 11.59pm on the closing date.
9. If requested the Admissions Team will issue a written acknowledgement to parents for any paper CAFs received. The guidance provided with the CAF (paper and online), accompanying notes and LBHF Admissions Brochure will emphasise that parents must complete only one CAF. Where more than one CAF is received (e.g. paper and online), the Admissions Team will contact the parent/guardian to resolve the order of preference. If the matter remains unresolved, the last form submitted will be used.
10. LBHF 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 LBHF's maintained nursery and primary school data and the further investigation of any discrepancy. Where LBHF 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 February 2021**.
11. Where there is a discrepancy between the address given on the CAF and a school SIF, the Admissions Team will contact the parent/guardian to identify the correct home address. If the matter remains unresolved, the address on the CAF will be deemed as the correct address.
12. Applications made from LBHF resident families working, or temporary living abroad, will be processed with all other applicants. The address that the child is living at the time of application, and at the closing date, will be used for purpose of processing. The applicant must inform the LA on their return

in order for the address to be updated. Proof of address and occupancy will be requested.

13. LBHF 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 2021**.
14. LBHF will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of LBHF to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **5 February 2021**.

Processing

15. Applicants resident within LBHF must return the Common Application Form, which will be available and able to be submitted online, to LBHF by **15 January 2021**.
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of LBHF's scheme, will be up-loaded to the PLR by **5 February 2021**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. LBHF will not normally consider late applications (i.e. applications received after the closing date) until after the offer date of 16 April 2021 unless there are very exceptional circumstances. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within LBHF will be required in these cases) or there is uncertainty affecting the date that the application was received. Each case will be decided on its own merits.
18. Where such applications contain preferences for schools in other LAs, LBHF will forward the details to maintaining LAs via the PLR as they are received. LBHF will accept late applications which are considered to be on time within the terms of the home LA's scheme.
19. 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 February 2021**.
20. *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 2021**, on the basis that an on-time application already exists within the Pan-London system.
21. LBHF will participate in the application data checking exercise scheduled between **15 and 26 February 2021** in the Pan-London timetable in Schedule 3.

22. All preferences for schools within LBHF 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 LBHF have provided a list of applicants in criteria order to LBHF, LBHF 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'. Schedule 4.] LBHF will administer the admissions to community schools in LBHF.
23. All applicants for a school must be included on the ranked list. For LBHF voluntary aided schools, LBHF can provide home to school distances (straight line) to prioritise applicants tied under a certain criterion and/or rank applicant not meeting faith or other criteria. Where a school specifies a certain number of places to be offered under each category e.g. foundation and open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.
24. LBHF will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in LBHF's area before uploading data to the PLR.
25. LBHF will upload the highest potential offer available to an applicant for a maintained school or academy in LBHF to the PLR by **19 March 2021**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
26. The LAS of LBHF 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 **26 March 2021** if this is sooner.
27. LBHF will not make an additional offer between the end of the iterative process and the **16 April 2021** which may impact on an offer being made by another participating LA.
28. Notwithstanding paragraph 23, if an error is identified within the allocation of places at one of LBHF's schools, LBHF will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) LBHF 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, LBHF will accept that the applicant(s) affected might receive a multiple offer.
29. LBHF will participate in the offer data checking exercise scheduled between **29 March and 9 April 2021** in the Pan-London timetable in Schedule 3B.
30. LBHF will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2021**.

Offers

LBHF 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. In these circumstances the nearest school with a vacancy will be offered (as measured by straight line distance). All such applicants will also be provided with a list of further schools with vacancies to consider if the allocated school is not acceptable to the applicant.

31. LBHF 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.
32. LBHF will, on **16 April 2021**, send by first class post notification of the outcome to resident applicants who applied on paper.
33. On **16 April 2020**, all resident applicants that applied online will receive an email notification during the evening. No separate letters will be sent to applicants apart from the information received on eAdmissions. Resident applicants will be able to link in from the eAdmission to the Hammersmith & Fulham School Admissions web page where they will be able to access further information pertaining overall offer breakdown, waiting lists, contact information for alternative schools with possible vacancies and the appeal process.
34. LBHF's outcome notification or letter will include the information set out in Schedule 2 and as detailed below (depending on the outcome):
 - i) the name of the school at which a place is offered. If it is not possible to offer a school preference listed on the CAF, an offer will be made for a school within the borough that is considered a reasonable¹ alternative, if there are vacancies available.
 - ii) the reason an offer was not made for any school for which a higher preference may have been expressed;
 - iii) notifies parents of their statutory right of appeal against the decisions to refuse a place at any school for which they expressed a higher preference;
 - iv) and the opportunity to make further preferences by **30 April 2021** for parents not offered any of their preferences and the alternative school offered is not considered suitable. The details of schools in neighbouring LAs that may have vacancies will be provided.

¹ A reasonable alternative is considered to be a primary school within a 2-mile walking distance from home.

35. *LBHF will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2021.

Post Offer

36. LBHF will request that resident applicants accept or decline the offer of a place by **30 April 2021**, or within two weeks of the date of any subsequent offer.
37. Where an applicant resident in LBHF accepts or declines a place in a school maintained by another LA by **30 April 2021**, LBHF will forward the information to the maintaining LA by **7 May 2021**. Where such information is received from applicants after **30 April 2021**, LBHF will pass it to the maintaining LA as it is received.
38. Where a place becomes available in an oversubscribed maintained school or academy in LBHF's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
39. When acting as a maintaining LA, LBHF will place an applicant resident in the area of another LA on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
40. Where a waiting list is maintained by an admission authority of a maintained school or academy in LBHF's area, the admission authority will inform LBHF of a potential offer, in order that the offer may be made by the home LA.
41. When acting as a maintaining LA, LBHF will inform the home LA, where different, of an offer for a maintained school or Academy in LBHF'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.
42. When acting as a maintaining LA, LBHF and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
43. When acting as a home LA, LBHF 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.
44. When acting as a home LA, when LBHF is informed by a maintaining LA of an offer which can be made to an applicant resident in LBHF'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.
45. When acting as a home LA, when LBHF has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 38 and 41 shall apply to the revised order of preferences.
46. When acting as a maintaining LA, LBHF will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. When acting as a maintaining LA, LBHF will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
48. Applicants' names will be included on waiting lists for schools which have been named as a higher preference than the one offered. For example, if a child

has been offered their third preference school, they will be included on the waiting list for their first and second preference schools. Applicants' names will not normally be included on waiting lists for schools which were a lower preference than the one offered. For any vacancies that arise after the initial **16 April 2021** offer date, the school governors will decide who is offered any subsequent vacancies at own admission authority schools and the LA will determine offers for community schools. These places will be offered to children on the waiting list in accordance with the schools' published admission arrangements.

49. For all schools, late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the school's published admission criteria in accordance with paragraph 2.14 of the School Admissions Code 2014.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year 7/Year
10 and Reception/Junior in 2021/22**

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.*

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7/Year 10 and Reception/Junior in 2021/22

From: Home LA

Date: **1 March 2021 (sec)**
16 April 2021 (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 2021 (sec) / 30 April 2021 (prim)**. If you have any questions about this letter, please contact me on _____.

Yours sincerely

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

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3**

Timetable for Admissions to Reception/Junior in 2021/22

Date	Process	Paragraph
Fri 15 Jan 2021	Statutory deadline for receipt of applications	11
Fri 5 Feb 2021	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Fri 12 Feb 2021	Deadline for the upload of late applications to the PLR.	16
Fri 15 – Fri 26 Feb 2021	Checking of application data	18
Fri 19 Mar 2021	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Fri 26 Mar 2021	Final ALT file to PLR	22
Mon 29 Mar – Fri 9 Apr 2021	Checking of offer data	25
Tues 13 Apr 2021	Deadline for on-line ALT file to portal	26
Fri 16 April 2021	Offer letters posted.	30
Fri 30 April 2021	Deadline for receipt of acceptances	32
Fri 7 May 2021	Deadline for transfer of acceptances to maintaining LAs	33

SCHEDULE 4

EXPLANATORY NOTE - THE EQUAL PREFERENCE SYSTEM

1. All LAs have been required to co-ordinate admissions to all maintained secondary schools in their area since September 2005. The main aims of coordinated admissions are to ensure that as many parents receive one, and no more than one, offer of a primary school place, and that this will be the parents' highest preference possible.
2. The system used is known as the Equal Preference System. Although parents are required to rank their preferred schools in preference order, this preference number information is not released to admission authorities. Voluntary-aided and Academy schools will then consider all school applicants, without reference to the parent preference number, against their admission criteria and provide a list of applicants ranked accordingly to the LA. The LA will order applicant lists for community schools.
3. The parental ranking of a school is only taken into account where the child would otherwise be offered more than one school. In these circumstances, the LA shall, for each applicant to participating schools for whom more than one offer is available, use the highest ranked preference to decide which single potential offer should be made. Please see the example below:

Example

The parent of John Smith has applied for six schools. He qualifies to be offered a place at three schools under their admission criteria but under coordinated admission arrangements, is only offered the highest preference of these schools:

1. School A - not eligible
2. School B - potential offer
3. School C - potential offer
4. School D - not eligible
5. School E - potential offer
6. School F - not eligible

Under coordinated arrangements, John would be offered School B. The places at School C and School E would then be offered to the next child on the school's application lists.

Any multiple offers across schools will be removed through the admissions software, which will retain the highest offer possible for each child. The resulting vacancies will then be filled automatically by the next ranked child from the school's allocation list. This will continue until all places are filled or individual school lists are exhausted.