

Decision Maker: Children and Young People Portfolio Holder

Date: For Pre-Decision Scrutiny by the Children and Young People PDS Committee on 20 March 2012

Decision Type: Non-Urgent Executive Non-Key

Title: **ADMISSIONS ARRANGEMENTS 2013-14**

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Chief Officer: Director, Children and Young People Services

Ward: Boroughwide

1. Reason for report

- 1.1 This report seeks approval for Bromley's Local Authority Admissions Policy for 2013/14. This policy applies to all Bromley community and voluntary controlled schools.
- 1.2 The report also seeks agreement to the schemes to co-ordinate admissions to Bromley primary and secondary schools for September 2013.
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2. **RECOMMENDATION(S)**

- 2.1 It is recommended that the Children and Young People Portfolio Holder approves:
- (i) Bromley's proposed admissions policy for 2013/14;
 - (ii) the proposed schemes to co-ordinate admissions to primary and secondary schools for admission in 2013/14.

Corporate Policy

1. Policy Status: New Policy
 2. BBB Priority: Children and Young People
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Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: included in Access and Inclusion
 4. Total current budget for this head: The cost of the consultation process is within the total budget for Access and Admissions which is £395,640.
 5. Source of funding:
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Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours:
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Legal

1. Legal Requirement: Statutory Requirement: School Standards and Framework Act 1998 and Education Act 2002. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, SI 2012/8.
 2. Call-in: Applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All Bromley Head Teachers and Chair of Governors. Policy will impact on all pupils intending to and already attending school – total 55,000+.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 requires that the Local Authority determines its agreed admissions policy for 2013/14 by 15 April 2012.
- 3.2 The only proposed changes to Bromley's admission policy are those required by the new statutory admissions code, therefore there has not been the need to consult with other admission authorities before determining the policy.
- 3.3 The new statutory admissions code, which became effective from 2 February 2012, requires all admission authorities to extend the highest priority given to looked after children to include children who "were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order". Bromley's proposed policy has been amended accordingly.
- 3.4 The proposed admission policy for community and voluntary controlled schools for 2013/14 is attached as **Appendix 1**.
- 3.5 The Education Act 2002 requires that the allocation of places at year 3 into Junior Schools must be administered and maintained by the LA. Details of these arrangements are documented in **Appendix 1a**.
- 3.6 The Act also requires Local Authorities to formulate a scheme to co-ordinate admissions to secondary schools. The aim of a scheme is to ensure that all pupils in an area are offered only one school place, and that this place is offered on the same day for all pupils. The scheme for 2013/14 is attached as **Appendix 1b**.
- 3.7 The Education Act 2002 has also required Local Authorities to determine and operate a scheme to co-ordinate admissions to primary school. The proposed scheme for 2013/14 is attached as **Appendix 1c**.
- 3.8 The revised admission code has removed the responsibility on the Local Authority to administer applications and maintain the waiting list for all pupils who apply in year with effect from September 2013. Arrangements for the administration of in year applications from September 2013 will be the subject of consultation with schools and reported to members as appropriate.

4. POLICY IMPLICATIONS

- 4.1 The Authority is required to set the policy for admission to Community and Voluntary Controlled schools each year in line with the School Standards and Framework Act, and Education Act 2002.

5. LEGAL IMPLICATIONS

- 5.1 Legislation requires that the local authority determines the admissions policy for community and voluntary controlled schools within the authority.
- 5.2 Local Authorities are also required to co-ordinate admissions to secondary and primary schools in their area. Any scheme to co-ordinate admissions must be agreed with all other secondary and primary admission authorities within Bromley (i.e. the Governing Bodies of Voluntary Aided and Foundation schools). If agreement is not reached, the Secretary of State will impose a scheme on the Local Authority.

- 5.3 When determining admission policies Admission Authorities are required to take note of the statutory guidance provided in the School Admissions Code 2012. Under the newly published regulations consultation on proposed admission arrangements is not required if there are changes made to comply with any mandatory requirement in the School Admissions Code or these Regulations.

Non-Applicable Sections:	Personnel Implications/Financial Implications
Background Documents: (Access via Contact Officer)	

LONDON BOROUGH OF BROMLEY

PRIMARY ADMISSION POLICY AND ARRANGEMENTS

2013/2014

Within Bromley there is a wide range of schools in the Community and Voluntary Controlled sector. There are also twelve community schools that have a maintained nursery class.

The proposed policy in these schools is shown below and will operate within the framework, and timetables, of the agreed schemes to co-ordinate admission to schools in Bromley, as required by the Education Act 2002 and Admissions Code 2011.

Nursery Admissions

Children are normally considered for admission to Bromley maintained nursery classes a calendar year before they are due to enter Reception, for admission to nursery in admission year 2013/14:

Where spaces are available younger children will be considered and offered places.

Children living within the London Borough of Bromley using the following criteria: -

- a. Looked after children (Children in Public Care)
- b. Children with siblings in the mainstream school;
- c. Proximity from home to the nursery class as measured in a straight line.

Children living outside the London Borough of Bromley using the following criteria:-

- a. Looked after children (Children in Public Care)
- b. Children with siblings in the mainstream school
- c. Proximity from home to the nursery class as measured in a straight line

NB:

1. To be eligible under criterion (b) the sibling must be attending the mainstream school when the younger child takes up a place in the nursery. Any remaining places will be offered on the basis of the proximity criterion.
2. A place in the nursery does **NOT** guarantee a place in the Reception class of the mainstream school. Therefore a separate application **MUST** be made for admission to Primary School.

A list of the schools that have nursery classes available and the number of places is attached as Annex 1. Applications should be made directly to individual nurseries.

Primary School Admissions

Age of Admission

Bromley's primary admissions policy is to admit children to reception classes twice a year. Children born between 1 September and 28 (or 29) February inclusive are admitted at the beginning of the Autumn term and those born between 1 March and 31 August at the start of the Spring term before their fifth birthday.

However, in line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parent/guardians of children born on or after 1 March the option of choosing a September start for their child.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born after 1 April will be expected to join the school by the start of the Summer term.

Parents can also request that their child attends part-time until the child reaches compulsory school age but this must be in discussion with the Head teacher and in the best interest of the child.

Twins, triplets and other multiple births: where twins, triplets or children from other multiple births qualify for the last school place to be allocated Bromley will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Application Procedure

Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/guardians with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

Admission Criteria

Where schools are oversubscribed places will be offered in line with the admission criteria outlined below:

- (i) Looked after Children or previously Looked after (see note 1).
- (ii) In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with sub groups of the Admissions Forum which includes teaching and medical professionals. Medical professionals provide advice on

applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

- (iii) Siblings - Children who have a brother or sister at the preferred school at the beginning of their first term (see note 2).
- (iv) Proximity – proximity as measured in a straight line from the front door of the home to the front door of the school (see note 3 and 4).

Notes

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order^[1]. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions”
2. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.
3. “Home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.
4. Distance will be measured (in a straight line) from the front door of the child’s home address (including flats) to the main entrance of the school building, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.
5. Where a Bromley Community school has a Special Opportunity Unit, and the children in the unit integrate at times into the mainstream school, then the siblings of children attending the unit will be treated as siblings when applying for places in the mainstream school. Please note however that where such places are accepted then **NO** assistance towards the transport of the child in the mainstream school can be considered unless the normal rules of the transport policy apply.

The sibling criteria operates across linked infant and junior schools as they are deemed as Primary Schools that provide primary education (section 5 of Education Act 1996) if at the time of admission their older sibling will be on roll of the Junior School or will transfer from Year 2 into the Junior School in the September.

Alexandra Infant and Junior Schools
Bromley Road Infant and Worsley Bridge Junior Schools
Crofton Infant and Junior Schools
Darrick Wood Infant and Junior Schools
Hawes Down Infant and Junior Schools
Pickhurst Infant and Junior Schools

The following schools are also linked to provide extra places for children transferring from year 2 in the Infant school to year 3 in the Primary School.

Dorset Road Infant and Mottingham Primary Schools (8 Year 3 places)
Mead Road Infant and Red Hill Primary Schools (20 Year 3 places)

Infant/Junior Transfer

Priority in the allocation of Year 3 places for children transferring from the above linked schools will be allocated as follows:

1. Looked after Children (children in public care).
2. Children in attendance at the linked infant school. If the number of applications from children in the linked infant school exceeds the number of places available in the junior school, decisions on the allocation of places will be made in accordance with criterion 3 (siblings as detailed below) and then criterion 4 (proximity of the home in relation to the school).
3. Siblings - Children who have a brother or sister at the preferred school or the linked Infant school still attending at the beginning of their first term.
4. Proximity – proximity as measured in a straight line from the front door of the home to the main entrance door of the school.

Application Procedure for Admission to Junior School

Applications for admission to year 3 in a junior school are to be made to the Local Authority by **tba**.

Parents of children in the Infant school will only be required to complete a transfer form for that one school. Applications from parents not attending the Infant school will be dealt with at the same time in line with the admission criteria.

Application deadline – **tba**.

Confirmation of transfer from Infant to linked Junior school and offer date to other applicants: - **tba**.

Parents will be required to respond by **tba**.

Offer of Reception Places

Places will be offered in line with the agreed scheme to co-ordinate admissions to primary schools in Bromley – Appendix 1C.

Late Applications

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme.

Waiting Lists

Waiting lists will be maintained and kept in the order of the published admissions criteria.

Fair Access Protocol

All schools in Bromley will admit pupils referred under the Fair Access Protocol. A 'Hard to Place' pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number.

Appeals

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. Unsuccessful applicants must be advised of their right of appeal to an independent admission appeals panel, established by the Local Authority, under the School Standards and Framework Act 1998.

Appeals for reception places will be considered in light of the class size regulations that require infant class sizes to not exceed 30. The legislation will only permit class sizes above 30 in limited, specified, circumstances.

Children with a Statement of Special Educational Needs

Children with a full statement of Special Educational Needs are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley schools is inclusive of students with a statement of special educational needs that are admitted to the school pursuant to the school being named in part 4 of their statement.

Appeals for Children with a Statement of special educational needs are dealt with by a SEN Tribunal.

A list of schools and the number of proposed places available (the published admissions limit) is attached as Annex 1.

adm/ap/

PROPOSED BROMLEY COMMUNITY SCHOOLS ADMISSIONS NUMBER 2013/14

SPA	School Name	Published Number	Capacity Assessment	Additional PlacesY3+	Nursery Places	SPA	School Name	Published Number	Capacity Assessment	Additional PlacesY3+	Nursery Places
1	Alexandra Infants	60	180			2	Marian Vian Primary	90	630		
1	Alexandra Junior	64	232			6	Mead Road Infants	30	90		
1	Balgowan Primary	90	562			7	Midfield Primary	30	297		26
4	Bickley Primary	60	210			6	Mottingham Primary	60	450	8	
9	Biggin Hill Primary	60	420			3	Oak Lodge Primary	90	630		
8	Blenheim Primary	30	210		26	9	Oaklands Primary	90	630		
2	Bromley Road Infants	90	263			4	Parish CE Primary	90	420		
4	Burnt Ash Primary	60	420			7	Perry Hall Primary	60	361		
6	Castlecombe Primary	30	210		26	3	Pickhurst Infants	120	360		
8	Chelsfield Primary	15	105			3	Pickhurst Juniors	120	478		
1	Churchfields Primary	60	412		26	7	Poverest Primary	30	315		
2	Clare House Primary	30	210			8	Pratts Bottom Primary	11	60		
5	Crofton Infants	180	540			5	Princes Plain Primary	60	282		26
9	Cudham Primary	15	86			6	Red Hill Primary	90	710	20	
5	Darrick Wood Infants	90	270		39	1	Royston Primary	60	420		26
5	Darrick Wood Juniors	90	360			4	Scotts Park Primary	60	432		
6	Dorset Rd Infants	25	75			5	Southborough Primary	60	416		
9	Downe Primary	9	63			4	St Georges CE Primary	45	315		
6	Edgebury Primary	30	210			7	St Mary Cray Primary	30	308		
5	Farnborough Primary	30	204			2	St Mary's RC Primary	60	420		
7	Grays Farm Primary	60	408		26	7	St Paul's Cray Primary	30	291		26
8	Green St Green Primary	60	420			1	Stewart Fleming Primary	60	412		
3	Hawes Down Infants	60	180			8	The Highway Primary	30	210		
3	Hawes Down Juniors	64	240			5	Tubbenden Primary	90	630		
8	Hillside Primary	54	378			2	Unicorn Primary	60	210		
1	James Dixon Primary	60	340		26	4	Valley Primary	60	420		
5	Keston CE Primary	30	210			8	Warren Road Primary	120	827		
7	Leesons Primary	30	300			3	Wickham Common Primary	60	411		
1	Malcolm Primary	30	367		26	2	Worsley Bridge Juniors	90	359		
7	Manor Oak Primary	28	196		26						

The PANs are inclusive of students with a statement of special educational needs that are admitted to the school pursuant to the school being named in part 4 of their statement.

INFANT TO JUNIOR TRANSFER 2013-14

Admission to Year 3 in the following linked Junior Schools

- Alexandra Infant and Junior Schools.
- Bromley Road Infant and Worsley Bridge Junior Schools.
- Crofton Infant and Junior Schools.
- Darrick Wood Infant and Junior Schools.
- Hawes Down Infant and Junior Schools.
- Pickhurst Infant and Junior Schools.

Priority in the allocation of Year 3 places for children transferring from the following linked infant to junior schools will be allocated as follows:

1. Looked After Children (children in public care).
2. Children in attendance at the linked infant school. If the number of applications from children in the linked infant school exceeds the number of places available in the junior school, decisions on the allocation of places will be made in accordance with criterion 3 (siblings as detailed below) and then criterion 4 (proximity of the home in relation to the school).
3. Siblings - Children who have a brother or sister at the preferred school or the linked Infant school at the beginning of their first term (the younger sibling must be on roll at the school when the elder child starts at the Junior school - siblings of reception age children who will not be on roll in September 2013 will not be considered as siblings).
4. Proximity - proximity as measured in a straight line from the front door of the home to the main entrance door of the school

In line with legislation all applications must be made to the Local Authority who will make the offers.

To reduce the administration process of a straightforward transfer between linked Infant and Junior schools it is intended that parents of children in the Infant school will only be required to complete a transfer application form for that one school. Applications from parents not attending the Infant school will be dealt with at the same time in line with the admission criteria.

Application deadline - **tba**.

Confirmation of transfer from Infant to linked Junior school and Offer Date to other applicants: **tba**

Parents will be required to respond by: **tba**.

Waiting lists will be retained by LA until the end of Autumn term 2013.

**LONDON BOROUGH OF BROMLEY CO-ORDINATED SECONDARY SCHOOL
ADMISSIONS SCHEME 2013-14**

Definitions used in the scheme

“the Academic Year”	The year in which the academic year commences
“the Application Year”	The academic year in which the parent makes an application, ie in relation to the academic year of entry, the year preceding it
“the Board”	The Pan-London Co-ordinated Admissions Executive Board, which has formulated the basic elements of the Scheme
“the Pan-London Register” (PLR)	The database which will transmit application and offer data between each LA’s Local Admissions System
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	Bromley is the form that each LA 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 and Surrey County Council
“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 rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	The LA in which the applicant/parent is resident
“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 LA’s
“the Maintaining LA”	The LA, other than Bromley LA, which maintains a school to which an applicant has applied
“the Mandatory Elements”	Those elements of the Scheme to which LA’s must subscribe in order to be considered as a ‘Participating Authority’ and to benefit from the Pan-London Register and related funding
“the Notification Letter”	The agreed form of letter sent by Bromley LA to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school
“the Prescribed Day”	1 March 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 Timetable”	The framework for processing of application data
“the Participating LA”	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 pursuant to Section 815B(1)(a) of the School Standards and Framework Act 115158 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

Applications

Applications will only be accepted from parent/guardians with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

1. Applications from residents of Bromley LA will be made on the authority’s Common Application Form or on-line through a link on the Bromley website at www.bromley.gov.uk.
2. The LA will take all reasonable steps to ensure that all Bromley residents who have a child in the last year of primary education receive a Common Application Form together with detailed advice on completion of the form and the co-ordinated admissions scheme. Forms will be pre-printed with pupil details and distributed in Bromley maintained primary schools and sent direct to Bromley resident pupils who attend out borough Primary schools and those in the Independent sector. Applications can also be made on-line through the Bromley web site @ www.bromley.gov.uk.
3. The admission authorities within Bromley LA will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published admissions criteria.
4. Where supplementary forms are required they will be available, on request, from the schools concerned or from the Bromley website. Supplementary forms must advise parents that they must also complete their home LA’s common application form and that the supplementary form alone does not constitute a valid application. Likewise, parents will be advised that where supplementary forms are required, completion of the common application form alone may affect the result of their application.
5. Where Bromley schools receive a supplementary form they will inform Bromley LA so that it can determine whether a common application form (in either the LA or a neighbouring LA) has been completed. Where applicable, supplementary forms must be returned directly to the relevant schools by the date requested (to be published separately by the relevant school/LA). Such forms to indicate that unless a CAF has also been completed and returned to the relevant LA by the due date it does not constitute a valid application.
6. Applicants will be able to express a preference for six maintained secondary schools 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 Bromley LA in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent resident in Bromley 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. Bromley LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. Bromley will in all cases include validation of resident applicants against Bromley LA's school data and the further investigation of any discrepancy. Where Bromley 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 **14 December 2012**.
9. Bromley LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2012**.
10. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2012**. However, this LA will publish information which encourages applicants to submit their application by **26 October 2012 (ie the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
11. Bromley LA will accept late applications between **1 November 2012** and **3 December 2012** only if they are late for a good reason, deciding each case on its own merits.
12. No changes to preferences will be permitted after the closing date of **31 October 2012**.

Processing

13. The LA will enter all preference details into the Local Admission System (LAS) and will upload data relating to applications for schools in other participating LA's to the PLR by **14 November 2012**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date. Alternative arrangements will be made to forward applications to non-participating LA's.
14. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
15. The latest date for the LA's upload of accepted late applications and address changes to the PLR is **14 December 2012**.
16. 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 **14 December 2012**, on the basis that an on-time application already exists within the Pan-London system.

17. Bromley LA will participate in the application data checking exercise scheduled between **17 December 2012 and 2 January 2013** in the Pan-London timetable in Schedule 3A.
18. All preferences for schools within Bromley LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code.
19. Bromley maintained schools will provide the LA with a list of all applicants in criteria order by **Friday 11 January 2013**.
20. When the admission authorities within Bromley LA have provided a list of applicants in criteria order to Bromley LA, Bromley 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
21. Bromley 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. All participating LA's will upload the highest potential offer available to an out-borough applicant from their maintained schools to the PLR by **4 February 2013**. The PLR will then transmit the highest potential offer made by the Maintaining LA to the Home LA.
23. The LAs of Bromley 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 **15 February 2013** if this is sooner.
24. This LA will not make an additional offer between the end of the iterative process and **1 March 2013** 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 one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home of maintaining LA) this 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 the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. This LA will participate in the offer data checking exercise scheduled between **18 February and 22 February 2013** in the Pan-London timetable in Schedule 3A.
27. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2013**. (33 London LAs & Surrey only).
28. The timetable for the processing of admissions to Secondary Schools within Bromley for 2013/2014 is attached as Annex 1.

Offers

29. Individual admission authorities will be notified by the LA of the pupils being offered places in their school during the week prior to national offer day.
30. Admission authorities must not contact applicants about potential/provisional offers at any time after **31 October 2012**.
31. **On 1 March 2013**, this LA will send by first class post notification of the outcome to resident applicants.
32. This LA 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 the offer of an alternative school place at the nearest school with a place available, following consultation with individual schools.
33. This 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.
34. Each participating LA shall inform all applicants living in its area of their highest offer of a school place and, where relevant, a brief note of the reasons why higher preferences were not offered, whether they were for schools in the home LA or in other participating LA's. The notification letter will also indicate that applications placed lower in the preference list have been automatically withdrawn under the co-ordinated admissions arrangements. Parents will also be informed of their right to appeal and how to register their appeals.

Late Applications

35. Late applications received after **31 October 2012** will not normally be considered until after the initial offer date of **1 March 2013**. Late applications in exceptional circumstances (eg, the death of a close family member; moving into the Authority) will be considered with the agreement of individual admission authorities up to **3 December 2012**. Documentary evidence will be required to support any late application request. All other applications received after **3 October 2012** will be considered as "late" and will not be considered until after National Offer Day – 1 March 2012. The latest date for acceptance of late applications for the reconciliation round of offers in **April 2013** will be **3 December 2012**.

Change of Address

It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

36. Any change of address between **31 October 2012** and **3 December 2013** will only be considered for the allocation process on 1 March 2012 (national offer day) if sufficient documents are approved by the Admission team in agreement with schools.
37. Any change of address after 3 December 2012, but before **1 March 2013**, that has been accepted by the Admission team will not be considered until the reconciliation in April 2012.

Post-offer

38. Parents must accept or decline the offer of a place within 2 weeks, ie by **15 March 2013** for 2013/14.
39. A further round of co-ordination will be undertaken by the LA between **1 and 24 April 2013** to include late applications made after **31 October 2012** and before **3 December 2012** with no approved exceptional circumstances and all late applications received after **3 December 2012** and before **1 March 2013**.
40. New applications received after **1 March 2013** will not be included in the reconciliation round in April but will be added to the waiting lists of individual schools in admission criteria order after 1 May 2013.
41. The results of Bromley round of any further offers will be notified to individual admission authorities in a timescale to be agreed.

1 May 2013

- All maintained secondary schools to receive their acceptance lists. Waiting lists will continue to be maintained by Local Authority who will continue to offer places that become available in line with individual schools published admissions arrangements.
 - All refusals to be made to the Local Authority and parents who wish their child's name to be entered on a waiting list after Bromley date should contact the Local Authority.
 - Bromley LA will accept new applications from parent/carers who have not been included in the Co-ordinated scheme.
 - Bromley LA will allow new preferences to be added to CAF but will not accept preferences for Bromley schools that have been placed lower than the preference offered unless such schools are undersubscribed. Applicants will be able to re-apply after 1 September 2012.
42. Bromley LA will inform Admission Authorities promptly of all changes to their acceptance list between **1 May and 31 August 2013**. Bromley includes all offers; acceptances and refusals.
 43. To ensure that any applicants do not receive multiple offers the LA will ensure that all admission authorities, including those out of borough, are notified promptly if multiple acceptances occur.

Waiting Lists

44. Bromley residents will be asked to indicate on the outcome letter reply slip whether they wish to remain on any higher preference school/s waiting list/s.
45. Out borough applicants will be required to confirm whether they wish to remain on any higher Bromley preference school/s waiting list/s.
46. Waiting lists will be maintained until **31 December 2013**.

Audit

47. The operation of Bromley scheme will be subject to local audit. Details of the frequency and nature of the audit to be agreed with Bromley admissions authorities.

Annex 1

Bromley Pan-London co-ordinated admissions scheme Timetable 2013-14

Friday 26 October 2012	Pan London Closing date for receipt of Common Application Form and On-line Applications
Wednesday 31 October 2012	Official closing Date
Wednesday 14 November 2012	Transfer of application data to Pan-London Register
1 December 2012	Last day for consideration of late applications with exceptional circumstances
Friday 14 December 2012	Final deadline for uploading information to Pan-London Register
After 16 December 2012	Full list of applicants to all own admission authority schools.
Monday 17 December 2012 – Wednesday 2 January 2013	application data checking exercise with neighbouring LA's
BY Friday 11 January 2013	Schools to provide the LA with electronic lists of applicants in criteria order
4 February 2013	First transfer file of potential offer information to Pan-London Register
15 February 2013	Last ALT file to Pan London Register
18 February – 22 February 2013	offer data checking exercise with neighbouring LA's
25 February 2013	Offer detail file to On-line
1 March 2013	National Offer Day
15 March 2013	Deadline for acceptance or rejection of offers
1 April up to 25 April 2013	Reconciliation of offers including late applications received before 1 March 2013
1 May 2013	Acceptance lists returned to Schools
1 May 2013 onwards	Co-ordination to continue to include new applications. Reconciliation of any returned offers to be re-allocated as they become available

**LONDON BOROUGH OF BROMLEY CO-ORDINATED PRIMARY SCHOOL
ADMISSIONS SCHEME 2013-2014**

Definitions used in the scheme

“the Academic Year”	The year in which the academic year commences
“the Application Year”	The academic year in which the parent makes an application, ie in relation to the academic year of entry, the year preceding it
“the Board”	The Pan-London Co-ordinated Admissions Executive Board, which has formulated the basic elements of the Scheme
“the Pan-London Register” (PLR)	The database which will transmit application and offer data between each LA’s Local Admissions System
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	Bromley is the form that each LA 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 and Surrey County Council
“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 rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Home LA”	The LA in which the applicant/parent is resident
“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 LA's
“the Maintaining LA”	The LA, other than Bromley LA, which maintains a school to which an applicant has applied
“the Mandatory Elements”	Those elements of the Scheme to which LA’s must subscribe in order to be considered as a ‘Participating Authority’ and to benefit from the Pan-London Register and related funding
“the Notification Letter”	The agreed form of letter sent by Bromley LA to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school
“the Prescribed Day”	A date determined annually by the Board.
“the Pan-London Timetable”	The framework for processing of application data
“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 pursuant to Section 815B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

Applications

Applications will only be accepted from parent/guardians with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

1. Applications from residents of Bromley LA will be made on the authority's Common Application Form or on-line through a link on the Bromley website at www.bromley.gov.uk.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
3. The admission authorities within Bromley LA will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published admissions criteria.
4. Where supplementary forms are required they will be available, on request, from the schools concerned or from the Bromley website. Supplementary forms must advise parents that they must also complete their home LA's common application form and that the supplementary form alone does not constitute a valid application. Likewise, parents will be advised that where supplementary forms are required, completion of the common application form alone may affect the result of their application.
5. Where Bromley schools receive a supplementary form they will inform Bromley LA so that it can determine whether a common application form (in either the LA or a neighbouring LA) has been completed. Where applicable, supplementary forms must be returned directly to the relevant schools by the date requested (to be published separately by the relevant school/LA).
6. Applicants will be able to express a preference for 6 maintained primary schools 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 Bromley LA in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent resident in Bromley 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. Bromley LA 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 applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. 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 no later than **15 February 2013**.

9. Bromley LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **1 February 2013**.
10. The closing date for applications is **Tuesday 15 January 2013**. All applications, either on the Common Application Form or on-line must be received by the Admission team in Bromley by this date
11. No changes to preferences will be permitted after the closing date of **Tuesday 15 January 2013**.
12. Bromley LA will accept late applications between **Wednesday 16 January 2013** and **Tuesday 12 February 2013** only if they are late for a good reason, deciding each case on its own merits.
13. Where such applications contain preferences for schools in other LAs, this 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.

Processing

14. The LA will enter all preference details into the Local Admission System (LAS) and will upload data relating to applications for schools in other participating LA's to the PLR by **Friday 1 February 2013**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
16. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
17. Where such applications contain preferences for schools in other LAs, this 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.
18. The latest date for the LA's upload of accepted late applications and address changes to the PLR is **15 February 2013**.
19. 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 **15 February 2013**, on the basis that an on-time application already exists within the Pan-London system.
20. Bromley LA will participate in the Pan London application data checking exercise scheduled between **18 February and 1 March 2013**.

21. From week beginning **Monday 18 February 2013** all preferences for schools within Bromley LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code.
22. Bromley maintained schools will provide the LA with a list of all applicants in criteria order by **Wednesday 27 February 2013**.
23. When the admission authorities within Bromley LA have provided a list of applicants in criteria order to Bromley LA, Bromley 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
24. Bromley LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
25. All participating LA's will upload the highest potential offer available to an out-borough applicant from their maintained schools to the PLR by **18 March 2013**. The PLR will then transmit the highest potential offer made by the Maintaining LA to the Home LA.
26. The LAS of Bromley 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 **22 March 2013** if this is sooner.
27. This LA will not make an additional offer between the end of the iterative process and **17 April 2013** which may impact on an offer being made by another participating LA.
28. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home of maintaining LA) this 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 the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
29. This LA will participate in the offer data checking exercise scheduled between **25 March and 11 April 2013** in the Pan-London timetable.
30. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2013**.

Offers

31. Individual admission authorities will be notified by the LA of the pupils being offered places in their school during the week prior to offer day.
32. Admission authorities must not contact applicants about potential/provisional offers at any time during the process.

33. **On 17 April 2013**, this LA will send by first class post notification of the outcome to resident applicants.
34. This LA 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 the offer of an alternative school place at the nearest school with a place available, following consultation with individual schools.
35. This 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.
36. Each participating LA shall inform all applicants living in its area of their highest offer of a school place and, where relevant, a brief note of the reasons why higher preferences were not offered, whether they were for schools in the home LA or in other participating LA's. The notification letter will also indicate that applications placed lower in the preference list have been automatically withdrawn under the co-ordinated admissions arrangements. Parents will also be informed of their right to appeal and how to register their appeals.

Late Applications

37. Late applications received on or after **15 January 2013** will not normally be considered until after the initial offer date of **17 April 2013**. Late applications in exceptional circumstances (e.g., the death of a close family member; moving into the Authority) will be considered with the agreement of individual admission authorities up to **12 February 2013**. Documentary evidence will be required to support any late application request. All other applications received after **15 January 2013** will be considered as "late" and will not be considered until after Offer Day – **17 April 2013**. The latest date for acceptance of late applications for the reconciliation round of offers will be **17 April 2013**.

Change of Address

It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

38. Any change of address between **15 January 2013** and **12 February 2013** will only be considered for the allocation process on **17 April 2013** (offer day) if sufficient documents are approved by the Admission team in agreement with schools. Change of addresses will only be accepted with complete verification that the new address is the intended family permanent residence.
39. Any change of address after **12 February 2013**, but before **17 April 2013**, that has been accepted by the Admission team will not be considered until the reconciliation after **5 May 2013**.

Post-offer

40. Parents must accept or decline the offer of a place within 2 weeks, i.e. by **2 May 2013**.
41. A further round of co-ordination (reconciliation round) will be undertaken by the LA during **May 2013** to include late applications made after **12 February 2013**, but before **17 April 2013**.

42. The reconciliation process will allocate returned offers to the next children on school waiting lists as places become available.
43. New applications received after **17 April 2013** will not be included in the first reconciliation round but will be added to the waiting lists of individual schools in admission criteria order.
44. The results of any further offers made in the reconciliation round will be notified to individual admission authorities in a timescale to be agreed.

19 May 2013

- All maintained primary schools to receive their acceptance lists. Waiting lists will continue to be maintained by Local Authority who will continue to offer places that become available in line with individual schools published admissions arrangements.
 - All refusals to be made to the Local Authority and parents who wish their child's name to be entered on a waiting list after Bromley date should contact the Local Authority.
 - Bromley LA will accept new applications from parent/carers who have not been included in the Co-ordinated scheme.
 - Bromley LA will allow new preferences to be added to CAF but will not accept preferences for schools that have been placed lower than the preference offered. Applicants will be able to re-apply after **1 September 2013** as an In year application.
45. Bromley LA will inform Admission Authorities promptly of all changes to their acceptance list between **19 May and 31 August 2012**.
 46. To ensure that any applicants do not receive multiple offers the LA will ensure that all admission authorities, including those out of borough, are notified promptly if multiple acceptances occur.

Waiting Lists

47. Bromley residents will be asked to indicate on the outcome letter reply slip whether they wish to remain on any higher preference school/s waiting list/s.
48. Out borough applicants will be required to confirm whether they wish to remain on any higher Bromley preference school/s waiting list/s.
49. Waiting lists will be maintained until 31 December 2013.

September 2012

50. New applications will be accepted for admission to reception through the "In Year" Admission scheme as detailed in Appendix 1 of London Borough of Bromley 2012/13 Admission Arrangements

Audit

51. The operation of Bromley scheme will be subject to local audit. Details of the frequency and nature of the audit to be agreed with Bromley admissions authorities.

Annex 1

Bromley Pan-London co-ordinated admissions scheme Timetable 2013/14

Tue 15 January 2013	Closing date for receipt of Common Application Form and On-line Applications
Fri 1 February 2013	Transfer of application data to Pan-London Register
Tues 12 February 2013	Last day for consideration of late applications with exceptional circumstances
Fri 15 February 2013	Transfer of late application data to Pan-London Register
Week beginning 18 February 2013	Full list of applicants to all own admission authority schools.
18 February and 22 February 2013	Application checking exercise through PLR
27 February 2013	Final deadline for schools to return to LA pupils in criteria order
Between 18 and 22 March 2013	Transfer of offers through PLR
Between 25 March and 11 April 2013	Offer checking exercise through PLR
12 April 2013	Offer detail file to On-line
17 April 2013	LA to send offers by 1st class post to resident applicants
2 May 2013	Deadline for acceptance or rejection of offers
During May 2013	Reconciliation of offers including late applications received before 17 April 2013
19 May 2013	Acceptance lists returned to Schools
19 May 2013 onwards	Co-ordination to continue to include new applications. Reconciliation of any returned offers to be re-allocated as they become available