

**CAMDEN LOCAL AUTHORITY ARRANGEMENTS FOR
ADMISSION TO PRIMARY AND SECONDARY COMMUNITY SCHOOLS IN
SEPTEMBER 2018**

1. Summary

- 1.1 The admission arrangements outlined in this document are the school admission procedures for the 2018/19 academic year. This follows a consultation between 24 November 2016 to 6 January 2017. Any comments received have been considered and incorporated if agreed.
- 1.2 Any objections to these arrangements can be lodged with the Office of the Schools Adjudicator up to 15 May 2017 at the following address:

Office of the School Adjudicator

Mowden Hall

Staindrop Road

Darlington

DL3 9BG

Tel: 01925 735 303

Osa.team@osa.gsi.gov.uk

Should you have any queries or concerns about the contents of this document, please contact:

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Secondary School Admissions	
Co-ordinated scheme	Outlines Camden's scheme developed to work across the 33 London local authorities.
Admission numbers for community secondary schools	No changes to the agreed numbers for 2017/18.
Primary / Junior School Admissions	
Scheme and admissions criteria	Outlines Camden's scheme developed to work across the 33 London local authorities. There are no proposed changes.
Admission numbers for community primary schools	No change other than to reduce the published admission number at Kingsgate from 120 to 90.
Nursery Admissions 2018	
Proposed admission arrangements for nursery classes.	No changes proposed for entry into nursery classes.
In-Year School Admissions	
	Responsibility for in-year school applications is to remain delegated to school's governing bodies.
Camden 2018 Sixth Form Admission Arrangements	
Sixth form admission arrangements	Details on the admission arrangements and oversubscription criteria can be found on the relevant school websites.

2.0 Arrangements for Secondary Transfer - Pan London Co-ordinated Scheme

- 2.1 The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.
- 2.2 Each LA must formulate for consultation a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.
- 2.3 The proposed scheme for 2018/19 is set out as Appendix 1.
- 2.4 The Schools Admissions Code includes a requirement for each admission authority to maintain a waiting list for at least one term in the academic year of admission for every oversubscribed school. However in Camden LA the community school waiting lists will be maintained for the duration of the academic year after which parents may be asked to confirm whether or not they wish to remain on the list.
- 2.5 Admission authorities must include the fact they will hold waiting lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received or their name added to the list.

3.0 Criteria for Community Secondary School Admission

- 3.1 Co-ordinated admissions do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

3.2 In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a child arrangement order or special guardianship order.

4.0 Secondary School Admission Numbers

4.1 No changes are proposed to the published admission numbers for community secondary schools for September 2018.

Name of school	Places for September 2018
Acland Burghley (Mixed)	178
Camden School for Girls	120
Hampstead (Mixed)	210
Haverstock (Mixed)	210
La Sainte Union (Girls)	180
Maria Fidelis (Mixed)	150
Parliament Hill (Girls)	180
Regent High (Mixed)	180
UCL Academy (Mixed)	180
William Ellis (Boys)	125

5.0 In-year admissions (primary and secondary school)

5.1 Applications for places in any year groups other than the admissions rounds of the normal years of entry to primary and secondary schools (Reception and Year 7) will be treated as in-year admissions.

- 5.2 Parents / carers seeking a place outside of the normal admissions round for primary and secondary schools must apply directly to each school in which they seek a place.
- 5.3 Applications for entry to schools in Reception and Year 7 will be administered by the local authority until the autumn half term, after which they will be administered as in-year applications. The LA will then transfer the waiting list for Reception and Year 7 to schools.
- 5.4 Schools will maintain their own waiting lists. Governors of both community and voluntary aided schools will apply their determined arrangements and rank applicants to determine to whom an offer will be made when a vacancy becomes available.
- 5.5 Schools should inform applicants of the outcome of their application within 20 working days of receipt of the application. Schools will write offer letters to applicants and must inform applicants of their right to appeal against the refusal of a place.
- 5.6 Schools will send offer letters and make timely arrangements for the admission of the child, which should be within two weeks of the place being accepted.
- 5.7 On receipt of an in-year application, schools must notify the local authority in which the child resides of both an application and its outcome. This should be within 20 days of receiving the application.
- 5.8 In line with requirements of own admission authority schools, and in order for Camden LA to fulfil its statutory duty to provide information and guidance to applicants seeking a school place, schools will need to provide regular returns informing the authority of the number of vacancies in each year group. This will be required on a weekly basis by secondary schools and fortnightly basis by primary schools. This will enable the Authority to maintain accurate data on the availability of places in the area. Schools are asked to make a 'nil' return where appropriate.
- 5.9 In Camden the following safeguarding arrangements are in place to identify children missing education (CME) in line with the local authority's statutory duty to ensure provision is made for Camden resident children. It is proposed that these arrangements will continue for the 2018/19 academic year.

All schools are requested to ask parents / carers approaching them for a place whether or not their child has a named school place. If the child has no school

place, schools are requested to complete a referral to the CME officer in the LA notifying the following information: *for the child* - name, address, date of birth, and *for the parent / carer* - name, address, telephone / mobile number(s) and email address. This information will be forwarded to the home authority if the child does not reside in Camden.

5.10 Schools are also requested to include in their admissions returns a list of those pupils being taken off-roll, together with their confirmed destination; and to provide waiting lists twice a year to check against census data; to identify those who may be without a school place.

5.11 Schools will use a common in-year application form drawn up by the Authority: this will not require that applicants name more than one school or indicate the order of preference, but will facilitate applicants in being able to make applications to more than one school more readily.

5.12 Schools using supplementary information forms will need to provide the Authority with copies.

6.0 Criteria for admission to Camden community primary / junior schools

6.1 In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a child arrangements order or special guardianship order.

6.2 Co-ordinated admissions do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

7.0 Admission arrangements to community primary / junior schools (reception class)

7.1 For admissions to schools in the academic year 2011/12 onwards, local authorities must formulate schemes for co-ordinating all applications to maintained schools from applicants in their area, whenever received, and for whichever age group, under one scheme. This means that applicants must apply to their home authority rather than to the maintaining authority.

- 7.2 This means that Camden residents will be required to apply to Camden LA regardless of where the schools listed on their form are located. This has aligned the process with the arrangements for secondary transfer.
- 7.3 Pan-London co-ordination provides many benefits to applicants and helps eliminate multiple offers.
- 7.4 In order for this process to take place, admissions will need to be co-ordinated across the 33 London authorities. A computer based Pan-London Admissions System will enable co-ordination to take place.
- 7.5 Although each local authority must formulate for consultation a Co-ordinated Scheme for agreement by 15 April in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 7.6 Arrangements for residents without a school place, and the administration of waiting lists are for local determination.
- 7.7 Camden's proposed criteria for admission to primary schools appear as Appendix 4.

8.0 Primary / Junior School Admission Numbers

- 8.1 The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by a DfE formula. Schools must be consulted before deciding their admission number. Details are attached as Appendix 3.
- 8.2 It has been agreed to reduce the published admission number at Kingsgate from 120 to 90.

9.0 Nursery class admission arrangements

- 9.1 Nursery classes are non-statutory and entry into the classes are therefore handled by the school themselves.
- 9.2 Details of the proposed admission criteria for community nurseries are attached as Appendix 7.

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Camden LA Schemes for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2018/19

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Camden

LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2018/19

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. 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 LAs setting out the operational procedures of the Scheme
“the Common Application Form”	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
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form 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

Register

“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.
1 March (secondary) and 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 co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Camden Scheme for Co-ordination of Admissions to Year 7 in 20/18/19

Applications

1. Camden LA will advise home LAs of their resident pupils on the roll of Camden LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Camden LA will be made on Camden LA'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 Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Camden LA to enable the admission authorities in the Camden LA area to apply their published oversubscription criteria.
3. Camden LA will take all reasonable steps to ensure that every parent/carer who is resident in Camden LA and has a child in their last year of primary education within a maintained school, either in Camden LA or any other maintaining LA, receives a copy of Camden 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 Camden LA, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
4. The admission authorities within Camden LA 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 Camden LA, Camden 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.
5. Where supplementary information forms are used by admission authorities in Camden LA, they will be available on Camden LA's website. Such forms

will advise parents that they must also complete their home LA's Common Application Form. Camden LA's admission booklet and website will indicate which schools in Camden LA require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Camden LA receives a supplementary information form, Camden LA 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.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Camden LA. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements . However, where a parent resident in Camden 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.
9. Camden LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Camden LA's primary school data and the further investigation of any discrepancy. Where Camden 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 **11 December 2017**.
10. Camden 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 2017**.
11. Camden LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2017**.

Processing

12. Applicants resident within Camden LA must return the Common Application Form, which will be available and able to be submitted on-line, to Camden LA by **31 October 2017**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Camden LA's scheme, will be up-loaded to the PLR by **14 November 2017**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Camden LA will notify each school within Camden that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the Common Application Form by the first week of December. All applicants for the school must be then included in on the rank list. For voluntary-aided schools Camden can provide home to school distances to prioritise applicants tied under a certain criterion and/or applicants not meeting faith or other criteria. Where a school specifies a certain number of places to be offered under each category eg foundation, music or open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.
15. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Camden LA will forward the details to maintaining LAs via the PLR as they are received. Camden LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. 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 **11 December 2017**.
18. 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 December 2017**, on the basis that an on-time application already exists within the Pan-London system.
19. Camden LA will participate in the application data checking exercise scheduled between **12 December 2017 and 2 January 2018** in the Pan-London timetable in Schedule 3A.

20. All preferences for schools within Camden LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Camden LA have provided a list of applicants in criteria order to Camden LA, Camden 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. [This is the 'Equal Preference System'.]
21. Camden 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. Camden LA will upload the highest potential offer available to an applicant for a maintained school or academy in Camden LA to the PLR by **2 February 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Camden 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 2018** if this is sooner.
24. Camden LA will not make an additional offer between the end of the iterative process and **1 March 2018** 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 Camden LA's schools, Camden LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Camden 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 if the impact is too far reaching, Camden LA will accept that the applicant(s) affected might receive a multiple offer.
26. Camden LA will participate in the offer data checking exercise scheduled between **16 and 22 February 2018** in the Pan-London timetable in Schedule 3A.
27. Camden LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2018**. (33 London LAs & Surrey LA only).

Offers

28. Camden 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. Applicants will be offered a place at the nearest Camden school with a vacancy, if possible.
29. Camden 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.
30. This LA's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2018**, Camden LA will send by first class post notification of the outcome to resident applicants who have not been offered their first preference. Applicants who have been offered their first preference will be notified electronically.
32. Camden LA will provide primary schools with destination data of its resident applicants by the end of the summer term 2018.

Post Offer

33. Camden LA will request that resident applicants accept or decline the offer of a place by **15 March 2018**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Camden LA accepts or declines a place in a school within the area of another LA by **15 March 2018**, Camden LA will forward the information to the maintaining LA by **22 March 2018**. Where such information is received from applicants after **15 March**, Camden LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this Camden's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of an offer for a maintained school or Academy in Camden LA's area which can be made to an applicant resident in the home LA's area, in order that the Camden LA can offer the place.

37. When acting as a maintaining LA, Camden LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. When acting as a home LA, Camden LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
39. When acting as a home LA, when Camden LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Camden's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
40. When acting as a home LA, when Camden LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
41. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. When acting as a maintaining LA, Camden LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
43. Children will remain on the waiting list until the end of the academic year in which they are in the reception year. Parents / carers will then have the opportunity to extend this further into Year 1 should they confirm to the school that this is their preference.

Appendix: 2

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Camden LA Scheme for Co-ordination of Admissions to Reception/Junior in 2018/19

Applications

1. Applications from residents of Camden LA will be made on Camden'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 Camden LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Camden LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Camden LA will take all reasonable steps to ensure that every parent/carer who is resident in Camden LA and has a child in a nursery class within a maintained school, either in Camden LA or any other maintaining LA, receives a copy of Camden 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 Camden LA, and will include information on how they can access their home LA's Common Application Form if unable to apply online.
3. The admission authorities within Camden LA 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 Camden LA, Camden 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 Camden LA, they will be available on Camden LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Camden LA receives a supplementary information form, Camden LA 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 Camden LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Camden 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. Camden LA 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 Camden LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Camden 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 **16 February 2018**.
9. This 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 **2 February 2018**.
10. Camden LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **2 February 2018**.

Processing

11. Applicants resident within Camden LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15 January 2018**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Camden LA's scheme, will be up-loaded to the PLR by **5 February 2018**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. This LA will notify each school within Camden that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the common application form by 6 December 2015. All applicants for the school must then be included in on the rank list. For voluntary-aided schools Camden will provide home to school distances to prioritise applicants tied under a certain criterion and/or applicants tied under a certain criteria and/or rank applicants not meeting faith or other criteria. Where a school specifies a certain number of places to be offered each category eg foundation or open places, a ranked list should be provided for each category. Where appropriate, applicants may be included on more than one list.
14. Camden LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Camden LA will forward the details to maintaining LAs via the PLR as they are received. Camden LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. 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 2018**.
17. 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 **12 February 2018**, on the basis that an on-time application already exists within the Pan-London system.
18. Camden LA will participate in the application data checking exercise scheduled between **13 and 19 February 2018** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Camden LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Camden LA have provided a list of applicants in criteria order to this LA, Camden 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. [This is the 'Equal Preference System'.]
20. Camden LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

21. Camden LA will upload the highest potential offer available to an applicant for a maintained school or academy in Camden LA to the PLR by **15 March 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Camden 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 **23 March 2018** if this is sooner.
23. Camden LA will not make any additional offers between the end of the iterative process and the **16 April 2018** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at one of Camden LA's schools, Camden LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Camden 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 if the impact is too far reaching, Camden LA will accept that the applicant(s) affected might receive a multiple offer.
25. Camden LA will participate in the offer data checking exercise scheduled between **26 March and 9 April 2018** in the Pan-London timetable in Schedule 3B.
26. Camden LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2018**. (33 London LAs & Surrey LA only).

Offers

27. Camden 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. Each unplaced child will be offered a place at the nearest Camden school with a vacancy where possible.
28. Camden 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.

29. Camden LA's outcome letter will include the information set out in Schedule 2.
30. Camden LA will, on **16 April 2018**, send by first class post notification of the outcome to resident applicants who have been offered their second preference onwards. Those being offered their first preference will be notified electronically.
31. Camden LA will provide nursery and primary schools with destination data of its resident applicants by the end of the summer term 2018.

Post Offer

32. Camden LA will request that resident applicants accept or decline the offer of a place by **30 April 2018**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Camden LA accepts or declines a place in a school maintained by another LA by **30 April 2018**, Camden LA will forward the information to the maintaining LA by **8 May 2018**. Where such information is received from applicants after **30 April**, Camden LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Camden LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of an offer for a maintained school or Academy in Camden LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Camden LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Camden LA 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.

38. When acting as a home LA, when Camden LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, when Camden LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Camden LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. Children will remain on the waiting list until the end of the academic year in which they are in the reception year. Parents / carers will then have the opportunity to extend this further into Year 1 should they confirm to the school that this is their preference.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7 and Reception in 2018/19

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.*

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2018/19

From: Home LA

Date: **1 March 2018 (sec)**

16 April 2018 (prim)

Dear Parent,

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 2018 (sec)** / **30 April 2018 (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 3A

Timetable for Admissions to Year 7 in 2018/19

Fri 20 Oct 2017	Published closing date (Friday before half-term)
Tues 31 Oct 2017	Statutory deadline for receipt of applications
Tues 14 Nov 2017	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 11 Dec 2017	Deadline for the upload of late applications to the PLR.
Tues 12 Dec 2017 – Tues 2 Jan 2018	Checking of application data
Fri 2 Feb 2018	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thu 15 Feb 2018	Final ALT file to PLR
Fri 16 – Thu 22 Feb 2018	Checking of offer data
Fri 23 Feb 2018	Deadline for on-line ALT file to portal

Thurs 1 Mar 2018

Offer letters posted.

Thurs 15 Mar 2018

Deadline for return of acceptances

Thurs 22 Mar 2018

Deadline for transfer of acceptances to maintaining LAs

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 3B

Timetable for Admissions to Reception/Junior in 2018/19

Mon 15 Jan 2018	Statutory deadline for receipt of applications
Mon 5 Feb 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 12 Feb 2018	Deadline for the upload of late applications to the PLR.
Tues 13 – Tues 20 Feb 2018	Checking of application data
Thur 15 Mar 2018	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 23 Mar 2018	Final ALT file to PLR
Mon 26 Mar- Mon 9 Apr 2018	Checking of offer data
Weds 11 Apr 2018	Deadline for on-line ALT file to portal
Mon 16 April 2018	Offer letters posted.
Mon 30 Apr 2018	Deadline for receipt of acceptances
Tues 8 May 2018	Deadline for transfer of acceptances to maintaining LAs

Primary School Admission Numbers 2018/19

APPENDIX 3

School	Proposed Admission Number
Abacus Belsize Park Free School	30
Argyle	60
Beckford	60
Brecknock	60
Brookfield	60
Carlton	60
Christ Church NW1	30
Christ Church Hampstead	27
Christopher Hatton	30
Edith Neville	30
Eleanor Palmer	30
Emmanuel	30
Fitzjohn's	30
Fleet	30
Gospel Oak	60
Hampstead Parochial	30
Hawley	30
Holy Trinity & St Silas	30
Holy Trinity NW3	27
Kentish Town	30
King's Cross Academy	60
Kingsgate Primary	90
Netley	60
New End	60

Our Lady's	30
Primrose Hill	60
Rhyl	60
Richard Cobden	60
The Rosary	45
St Alban's	30
St Aloysius Infants	60
St Aloysius Juniors	60
St Dominic's	45
St Eugene de Mazenod	30
St George the Martyr	30
St Joseph's	30
St Luke's Free School	15
St Mary and St Pancras	30
St Mary's Kilburn	30
St Michael's Camden Town	30
St Patrick's	30
St Paul's	30
Torriano	58

Appendix 4

Camden Community Primary School Admissions Criteria 2018/19

Children should be admitted to a community primary school of their parents/ carers' preference where there is a place available. In the event of over-subscription to a community primary school, the following criteria will apply in the following order:

- a) Looked after children or a child who was previously looked after but immediately after being looked after became the subject to an adoption, child arrangement, or special guardianship order.
- b) Applicants who have a brother or sister* living at the same address on the school's roll when they join.

***Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the /carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents / carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need to support the link between the need and the specific school.
 - d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
 - f) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority.
- Proximity to schools is measured on a computerised mapping system of the area, measured in a straight line ('as the crow flies') between the property address to the centre of the school.

- We will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally for all level (rank) of preference. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered and the lower preferences will be automatically withdrawn.

If necessary, priority within b and c will be decided on by the distance criteria.

Notes:

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code 2014 gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a child arrangement order or special guardianship order.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with a statement of special educational need / EHC plan that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

Multiple births: Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, then all children will be offered a place at the same primary school. The additional child(ren) will be deemed as 'excepted' pupils under the KS1 class size legislation.

Multiple births: Key Stage 2 – If only one place is available at the school and the next child(ren) who qualifies for a place is one of multiple births then all children will be offered even if this exceeds the planned admission number.

Where one twin has a Statement of Special Educational Needs / Education, Health Care plan that names a specific school, the other twin will be treated as having a sibling link for that academic year.

In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

Appendix 5

Camden Community Secondary School Admissions Criteria 2018/19

Children should be admitted to a community secondary school of their parents / carers' preference where there is a place available. In the event of over-subscription to a community secondary school, the following criteria will apply in the following order:

- a) Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
- b) applicants who have a brother or sister* living at the same address on the school's roll when they join. This can include siblings in the sixth form as long as they are on roll at the same school, and will still be on roll when the other child joins.

*Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the /carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents / carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need to support the link between the need and the specific school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- f) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. In the case of applicants to South Camden community school only, priority will be given to applicants

within the priority zone of Holborn and Covent Garden ward even if they are further away within the distance criterion.

- Proximity to schools is measured on a computerised mapping system of the area, measured in a straight line ('as the crow flies') between the property address to the centre of the school.
- We will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally for all level (rank) of preference. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered and the lower preferences will be automatically withdrawn.

If necessary, priority within b and c will be decided on by the distance criteria.

Notes:

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code 2014 gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a child arrangement or special guardianship order.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child minder's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with a statement of special educational need / Education, Health and Care plan that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

If there is only one place available at the school and the next child who qualifies for a place is one of a multiple birth siblings, we will ask the community school in question to go over their published admission number in order to support the family.

In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

Appendix 6

Camden Sixth Form Admission Arrangements 2018

Please see the individual school websites for information on the arrangements for entry into Camden sixth forms.

Appendix 7: Community Nursery Admission Arrangements 2018

Places will be offered to children who have an education, health and care plan, which names the school with the agreement of Camden council.

- a) Looked after children or a child who was previously looked after but immediately after being looked after became the subject to an adoption, child arrangement, or special guardianship order.
- b) Applicants who have a brother or sister* living at the same address on the school's roll when they join.

*Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the /carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents / carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to

support the link between the need to support the link between the need and the specific school.

- d) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority.