

L B EALING SCHEME FOR CO-ORDINATION OF IN-YEAR SCHOOL ADMISSIONS

2010/2011

Definitions

“LA”	Local Authority
“the Home LA”	the LA in which the child is resident
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
Guidance	A booklet is available from Ealing Admissions service and schools. It gives details of the in year application policy and procedures. The composite schools brochures are also available and give information on the schools and the current year’s admission criteria
Vacancies	All Community, VA ,Foundation and Academy schools in Ealing will return a weekly vacancy list to Ealing LA. Ealing will publish a weekly vacancy report.

Section 1: Applications

1. Applications for places in mainstream schools from parents or guardians of children resident in Ealing will be made on Ealing’s LA’s Common In-Year Application Form. This will include all the fields and information specified in Schedule 1 to this Protocol. These will be supplemented by

any additional fields and information, which are deemed necessary by Ealing to enable the admission authorities in the LA area to apply their published oversubscription criteria.

2. Applications for children living elsewhere in England will be referred to their Home LA to be considered under their Home LA's Scheme, unless evidence of an imminent move is provided, and this is agreed by both LAs.
3. Applications for children living outside of England will be considered in accordance with Ealing's protocol for dealing with applicants from abroad.
4. Applicants may submit an on-line application through Ealing's website.
5. The admission authorities within Ealing will not use supplementary forms except where the information available through the Common In-Year Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
6. Where supplementary forms are used, they will be available from the school concerned and available also from the LA and on Ealing's website. Any supplementary forms must advise parents that they must also complete Ealing's Common In-Year Application Form. Ealing's In-Year admission booklet and website will indicate which of Ealing's schools require supplementary forms to be completed and where they can be obtained.
7. Where an Admission Authority in Ealing receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on Ealing's Common In-Year Application Form in accordance with paragraph 3.7 of the School Admissions Code.
8. Applicants will be able to express a preference for three maintained primary/secondary schools or academies within and/or outside Ealing. Ealing will accept any preference received from a Home LA for a maintained school or academy in its area.
9. The order of preference given on the Common In-Year Application Form will not be revealed to a school within Ealing in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child resident in Ealing expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked

preference in cases where a child is eligible for a place at more than one school in that LA's area.

10. Ealing undertakes to carry out address verification for each application made by a resident within Ealing. Schools may make further or repeat checks on address for pupils subsequently admitted to their school. Following the offer of a place the verification of date of birth will be undertaken by a school to which the pupil is to be admitted. Where Ealing or one of its schools is not satisfied as to the validity of an address or date of birth of an applicant whose preference has been sent to a maintaining LA, Ealing will advise the maintaining LA as soon as it becomes apparent.
11. Ealing will check the status of any applicant who is a 'Looked After' child and provide evidence to other Admission Authorities in Ealing and to the maintaining LA in respect of a preference for a school not in Ealing's area as soon as it is received.
12. Where an applicant with a child resident in Ealing, expresses a preference for a school in another local authority's area then acting as Home LA, Ealing will notify the maintaining authority of the application and forward copies of it together with any supporting information provided by the parent.

Section 2: Processing

13. Applicants with children resident within Ealing must complete and return the Common In-Year Application Form to Ealing. Any Common In-Year Application Form together with any supporting information provided by a parent that is returned to a school in Ealing must be forwarded by the school to Ealing. Any SIF that is required must be sent by the parent to the school concerned.
14. Where information at application indicates that a high school pupil meets any of the criteria listed at para 2.2 or 2.3 of Ealing's Fair Access Protocol then Ealing will place that pupil using the Fair Access Protocol.
15. As well as using the Common In-Year Application Form, Ealing LA may ask parents to complete an Additional Information Form in order to assess whether the application is to be considered under the Fair Access Protocol. Collating this information will not delay the processing of the application as In-Year application. The information will not be shared with schools as part of the normal In-Year admission process, and parents will be so advised. Where the information shows the application meets the criteria for the Fair Access Protocol, then the In-Year application will be stopped and the parent advised that the Fair Access process is to take over. The information will then be shared with

schools as part of the Fair Access process, and parents will be so advised. If a pupil allocated a place under the In-Year scheme is subsequently found to meet the Fair Access criteria they will retain their school place but the school will have the place credited against their recorded Fair Access admissions. Fair Access Panel may be able to offer such pupils an alternative place if acceptable to parents and school.

16. An application for a child resident outside of Ealing will not be considered until a Common In-Year Application Form has been fully completed and a copy returned to Ealing by the applicant's home LA together with any supporting information provided by the parent..
17. Where an application is not fully completed, Ealing will not treat the application as valid until all information is received. Ealing's admission service will offer help to parents who need support in submitting a fully completed application form.
18. Within 5 working days of the receipt of a fully completed application Ealing will aim to share the application data with other LAs, where it relates to preferences for schools in that LA,. Ealing will aim to share supplementary information received with the Common In-Year Application Form with maintaining LAs by the same date.
19. Within 5 working days of the receipt of a fully completed common application form Ealing will aim to share fully completed application data with other Admission Authorities in the Ealing area, where it relates to an expressed preference for that Admission Authority's school. Ealing will aim to share supplementary information received with the Common In-Year Application Form with the relevant Admission Authority by the same date.
All Admission Authorities within Ealing will decide upon applications and communicate decisions to Ealing within 5 school days of receipt of the application. This may be extended to 10 school days if the Admission Authority requests such an extension on the grounds that they believe the application is unusually complex.
20. The governing body of all own Admission Authority schools are required to meet in order to make a decision on the admission of a child. Decisions may be delegated to an admissions committee established by the governing body. That committee must consider applications for any vacancy from those received and passed to the school since the last meeting of the committee and those applicants on any waiting list that it holds. The pool of all such applicants is ranked using the Admission Authority's oversubscription criteria and places allocated in that ranked order. Ealing is advised of that order and offers places in accordance with it.

21. Where the application is for a school for which Ealing LA is the Admission Authority, Ealing shall determine by reference to the school's admissions criteria the order of priority in which the application for the school is ranked
22. Where Ealing and a maintaining LA have access to the Pan London Support Website, application data will be exchanged through the document exchange. Alternative secure arrangements will be made to forward data and supporting information to LAs that do not have access to this site. Secure arrangements will be used to transfer data between Ealing and Admission Authorities within Ealing.
23. For out of borough applicants Ealing will aim to share the outcome of an application for one of its schools with the Home LA within 5 school days of receiving the data. (Where it is clear to Ealing that no vacancy exists for the child, Ealing will inform the Home LA as soon as possible after receipt of the application data). If it has not been possible to make a decision within 5 school days, Ealing undertakes to send details of the outcome of an application for one of its schools to the Home LA as soon as a decision is made, but within at least 20 school days of receiving the application data.
24. Where it has not been possible to share the outcome of an application for any school within 5 working days of receiving the data, Ealing understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Ealing school.

Section 3: Offers

25. Acting as Home LA, Ealing will eliminate all but the highest ranked offer where an applicant has more than one potential offer (including offers from other maintaining LAs) Where Ealing has been informed by a maintaining LA that a place is available at one or more of its schools then within 5 working days it will advise that LA whether or not the place is required.
26. Where other Ealing Admission Authorities inform Ealing that a place is available then Ealing will let them know if it is needed no later than the sixth day after the application was passed to the school.
27. 27. Acting as Home LA, Ealing will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Home LA or in other LAs, and the right of appeal.

Ealing in-year admissions team

28. In any case where Ealing determine that a child is to be offered or refused admission to a school in their area, for which they are not the Admission Authority, Ealing shall notify the school's governing body of their determination
- 29 Except where paragraph 30 applies, Ealing will send any determination offering or refusing admission to a school in its area to the parent (such determination being sent on behalf of a school's governing body in any case where Ealing are not the Admission Authority for the school.)
- 30 With regards to any application relating to a child living in a different local education authority's area, Ealing will notify that authority of their determination
- 31 Where an applicant cannot be offered a place at any of their 3 preferred schools then Ealing will offer a place at the nearest school to the pupil's address that has a vacancy .The distance from the pupil's home to a school will be measured by the method in the school's admission criteria. If a parent declines this offer they will be asked if they will accept a place at any other school that has a vacancy. If they decline that then they will be supported to make a new application based on current vacancy information. The LA will enforce school attendance and children missing education legislation to ensure pupils do have education provision.
- 32 Ealing will aim to advise parents of the highest or "no choice " offer of a school place within 10 school days of receiving a fully completed application form.
- 33 Ealing will advise schools within Ealing, and maintaining LAs , that an offer has been made at the same time as an offer is made to an applicant.
- 34 Ealing will use the form of Notification Letter set out in attached Schedule 2.
- 35 Where it has not received an outcome for a school within another maintaining LA , or from an Admission Authority within Ealing, which is a higher preference than the school offered, Ealing , as Home LA, will case manage that application until an outcome can be sent in respect of each higher preference school named on the Common In-Year Application Form.
- 36 Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will pass responsibility to the new Home LA who, once they are satisfied that the applicant has moved, will accept responsibility for the applicant.
- 37 Where Ealing is the maintaining authority, Ealing shall require the Home LA to send any determination offering or refusing admission to the school in Ealing's area to the parent (such determination being sent on behalf

of the school's governing body in any case where they are the Admission Authority for the school)

Section 4: Post-offer

- 38 Ealing will request that resident parents accept or decline the offer of a place within two weeks.
- 39 Where a parent does not respond within this timeframe and whether the application is for an Ealing or out-borough school, Ealing, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Only where the parent fails to respond and Ealing can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the Admission Authority.
- 40 Where a parent resident in Ealing accepts or declines a place in a school maintained by another LA, Ealing will forward the information to the maintaining LA as soon as it is received.
- 41 Where a parent resident in Ealing accepts or declines a place in an Ealing Admission Authority school Ealing will forward the information to the school as soon as it is received.
- 42 Where a parental response to an offer is received by any Ealing school it will be returned to Ealing as soon as possible.
- 43 All Ealing schools will notify Ealing LA of the pupil's planned or actual start date at their school within 5 school days of receiving the information that the parent has accepted the place offered at their school. Schools may obtain information from previous schools, check date of birth and addresses, and hold admission meetings with the family in the period before the start date. Start dates will be within 10 school days of parental acceptance of a place being notified to school. If a pupil allocated a place under the In-Year scheme is subsequently found to meet the Fair Access criteria they will retain their school place but school will have the place credited against their recorded Fair Access admissions
- 44 Ealing will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of being placed on roll.
- 45 Ealing will notify the Home LA of any appeals that are upheld for Ealing schools.
- 46 Ealing will case manage all applications until a decision is known on all schools named in the application form and until a start date is confirmed .

Section 5: Waiting Lists

- 47 Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in Ealing, where the school maintains such a list, at the request of the Home LA.
- 48 Parents may ask to join a waiting list, if school maintains one, for any or all of the schools that have not been able to offer them a place in their application. Ealing will forward the request to the school and enter it on the waiting list if the school has shared the list with Ealing. (See paragraph 49 below)
- 49 Where a place is available to be offered from the waiting list to a child resident in another LA, Ealing will advise the Home LA so that they might formally offer the place.
- 50 Where Ealing is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send an offer letter to the applicant.
- 51 Only Admission authorities can consider and prioritise applicants for their schools. All admission authorities must hold waiting lists for the first term of reception and year 7 admissions.
- 52 Community, V A, Foundation and Academy schools may choose to hold waiting lists for other year groups, may choose to review how long applicants may remain on a list and, where the school is its own Admission Authority, may choose to share their lists with the LA.
- 53 Transition arrangements.

From Sept 1st 2010 any parent wishing to join a waiting list will make that request to Ealing as their home Authority and Ealing will pass the request to the school.

Schools with waiting lists formed before Sept 1 st will either

1.) Advise parents that the school is ending the list and a new waiting list for the school will be formed from applicants requesting to join the list after having applied for a school place through Ealing's new co-ordinated in-year scheme. The school will continue to maintain the new list, may share it with the LA and will advise the LA of names of applicants to be offered a place.

Or

2.) Will continue to maintain their existing list and add any new parent to the list when advised by Ealing that a parent

wants to join the list. They may share the list with the LA and will advise the LA of names and details of applicants to be offered a place.

Section 6: Monitoring and Reporting.

Reports on the working of the scheme required by the Ealing Admission Forum and the School Adjudicator will include

1. Total number of In- Year and Fair Access Protocol applications,
2. Number of admissions to each school as In- Year and Fair Access pupils,
3. Time from application to offer, to parental acceptance or decline of offer, to school start date.
4. Number of vacancies declared by each school at time of school census in comparison with number of vacancies shown in school census.

SCHEDULE 1

This LA's Common In-Year Application Form will contain the following fields.

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address, and proof of that address.

- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school
- If currently in school, reason for transfer (with a note that such reasons are not part of the admission criteria)
- Permanent exclusions
- Does the applicant have a statement of SEN?
- Is the child Looked After? And if so then by which LA

Parent's/Carer's details:

- Title
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child

- Details of Parental Responsibility held by any other person

Preference details ,up to 3 schools.

- Name and DCSF number of school
- Preference ranking
- Local Authority in which the school is based
- Sibling Details including date of birth and schools attended

- Reasons for Preference (including any medical or social needs) and supporting evidence

Other:

- Declaration including consequences of providing false information

- Signature of parent or carer
- Date of signature

Ealing in-year admissions team

- Data Protection notice
- Checklist and guidance notes including advice about completing supplementary forms
- Details of which schools require a SIF

Schedule 2

Dear «Parent_Title» «Parent_Sname»

Name of Pupil: «**ChildFname**» «**ChildSname**»
Date of Birth: «ChildDOB»
Current School: «CurrSchoolName»
Year Group:

I am writing to let you know the outcome of your application for a school place. Your child has been offered a place at «**PrefSchoolName1**».

If this is not your first choice school then I am sorry that it was not possible for your child to be offered a place at the school which you listed as a higher preference on your application form. Some schools had more applications than places, and other applicants had a higher priority than your child under the school's published admission criteria. Please note, it is not possible for all applicants to be offered a place at their first preference school.

You have a right of appeal under the School Standards and 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 to obtain the procedure and the date by which an appeal must be received by them.

Please return the attached reply slip **as soon as possible or phone or email** to let me know whether you wish to accept this place. You must reply within 14 days or the offer may be withdrawn. If you are moving away, or do not want to accept the place for any reason, please write the details in the space provided. If I do not hear from you in writing or through email by «RespDate», I will contact you because the Local Authority has a legal duty to track all applicants into education.

Where the place offered is not your first preference, we strongly recommend that you accept this offer pending the outcome of any waiting list requests or appeals submitted, so that your child can start school as soon as possible.

You can also confirm that you wish your child's name to be placed on the waiting list for any school to which you have applied in the borough of Ealing. However it is not possible to give any indication can be about when your child may be offered a place.

Please return the reply slip to me by «RespDate». If you have any questions about this letter please contact School Admissions on (020) 8825 5511.

Yours sincerely

In-Year School Admissions

Staff in the school Admissions Service are available for telephone calls and personal visitors from 9 am – 5 pm, Monday to Friday

LONDON BOROUGH OF EALING – IN-YEAR SCHOOL ADMISSIONS

PUPIL ID : «ChildId»	dob
In-Year offer	
<p style="text-align: center;"> To be returned by «RespDate» to In-Year School Admissions Ealing Council Perceval House 14-16 Uxbridge Road London W5 2HL </p>	
Name of Pupil: «ChildFname» «ChildSname»	
Date of Birth: «ChildDOB»	
Allocated School: «PrefSchoolName1»	
Please tick/complete the section(s)A-E below as appropriate	
<p>A. <input type="checkbox"/> I accept the offer of a place at «PrefSchoolName1»</p>	
<p>B <input type="checkbox"/> I do not accept the offer of a place at «PrefSchoolName1»</p>	
<p>C. <input type="checkbox"/> I do not accept because.....</p>	
<p>D. <input type="checkbox"/> I wish to be placed on the waiting list for the following school/s which were my preferred schools. Please note you cannot be added to the waiting list for a school to which you did not apply.</p> <p>1. -----</p> <p>2. -----</p>	
<p>E. <input type="checkbox"/> I wish to appeal for a place at my preferred school/s. . Please note you cannot appeal to a school to which you did not apply.</p> <p>1. -----</p> <p>2. -----</p>	

Signature of Parent/Guardian (Mr/Mrs/Miss/Ms)Date
.....

Name of Parent/ Guardian: «Parent_Title» «Parent_Sname»

Pupil's Address: «ParentAddr1» «ParentAddr2» «ParentAddr3» «ParentAddr4»
«ParentAddr5» «ParentPcode»

CONTACT LIST FOR ADMISSION AUTHORITIES

For Ealing Community Schools: Please contact School Admissions on 0208 825 5511

Allenby Primary	Lady Margaret Primary
Beaconsfield Primary	Little Ealing Primary
Berrymede Infant	Mayfield Primary
Blair Peach Primay	Montpelier Primary
Brentside Primary	North Primary
Clifton Primary	North Ealing Primary
Coston Primary	Oaklands Primary
Dairy Meadow	Oldfield Primary
Derwentwater Primary	Perivale Primary
Downe Manor Primary	Petts Hill Primary
Drayton Green Primary	Ravenor Primary
Durdans Park Primary	St John's Primary
East Acton Primary	St Mark's Primary
Featherstone Primary	Selborne Primary
Fielding Primary	Southfield Primary
Gifford Primary	Stanhope Primary
Grange Primary	Three Bridges Primary
Greenwood Primary	Tudor Primary
Hambrough Primary	Vicar's Green Primary
Hathaway Primary	Viking Primary
Havelock Primary	West Acton Primary
Hobbayne Primary	West Twyford Primary
Horsenden Primary	Willow Tree Primary
John Perryn Primary	Wolf Fields Primary

Acton High School
Dormers Wells High School
Elthorne Park High School
Featherstone High School
Villiers High School

For all other Ealing Schools please contact the schools direct

City Academies

Ealing in-year admissions team

West London Academy (Primary School)	020 8842 7949
West London Academy (High School)	0208 841 4511
<u>Foundation Schools</u>	
Dormers Wells Infant	020 8574 6999
Dormers Wells Junior	020 8571 1230
Wood End Infant	020 8422 5182
Wood End Junior	020 8422 6175
Brentside High School	020 8575 9162
Drayton Manor High School	020 8357 1900
The Ellen Wilkinson School for Girls	020 8752 1525
Greenford High School	020 8578 9152
Northolt High School	020 8864 8544
<u>Voluntary Aided Schools</u>	
Edward Betham CE Primary	020 8578 8928
Khalsa Primary School	020 8574 9045
Mount Carmel RC Primary	020 8567 4646
Our Lady of the Visitation RC Primary	020 8575 5344
St Anselm's RC Primary	020 8574 3906
St Gregory's RC Primary	020 8997 7550
St John Fisher RC Primary	020 8998 9830
St Joseph's RC Primary	020 8567 6293
St Raphael's RC Primary	020 8841 0848
St Saviour's CE Infant	020 8825 8790
St Vincent's RC Primary	020 8992 6625
The Cardinal Wiseman Catholic School	020 8575 8222
Twyford CE High School	020 8752 0141