

THE LONDON BOROUGH OF EALING'S PRIMARY SCHOOL CO-ORDINATED ADMISSIONS SCHEME - 2010

The London Borough of Ealing's Primary School Co-ordinated admissions scheme includes all the maintained Primary schools in Ealing (Community, Voluntary Aided, Foundation Schools and the Academy).

Circulation of the Composite Prospectus and Common Application Form

Parents will need to contact their preferred school in September 2009 to register their child's name and ask for an information pack (this includes the common application form).

The Composite Prospectus and Common Application Form will be distributed in early September, to parents who have registered at their preferred school. Parents will have sufficient time to research and visit schools, attend meetings explaining how the co-ordinated scheme will operate and complete and return the form by 4 December 2009 to the preferred primary school.

The Common Application Form and Preferences

All parents who wish to apply for an Ealing Primary maintained school or City Academy will complete the common application form. If parents wish to apply to maintained schools and City Academies outside the borough they will have to apply direct to the LA concerned.

They will be invited to express 3 preferences and give the reasons for applying for their preferred schools. Parents will be asked to rank those 3 Ealing Schools in order of priority.

Supplementary Information

Where some schools may require supplementary information they may supplement the common application form with a supplementary information form, this is only used when schools require additional information to assess denominational commitment. The Voluntary Aided Primary Schools are the only schools requiring additional information. Where a school receives a supplementary information form without a common application form it will not be considered as a valid application.

These supplementary information forms will be available from the schools concerned and will be returned by the parent to the school by the closing date of 4 December 2009. The need for parents to complete the additional information form will be highlighted in the composite prospectus and on the common application form.

Common Closing Date

The common closing date will be the 4 December 2009.

Late Applications

Applications from parents who have recently moved and have completed and returned an application between 4 December 2009 and 15 January 2010 will be considered as on time. Other applications for Community Schools received after 4 December will be considered as late applications and will not be dealt with, until after all the on-time applications have been considered unless the LA or school has made an error in accepting the application or if there are exceptional circumstances for lateness (eg. where a single parent/carer had been ill and the illness prevented the application being made on time or the family had been dealing with the death of a close relative i.e. one of the child's parents or child's siblings). The last date for applications to be uploaded onto the Borough's system will be 15 January and no late applications can be dealt with after that date until after the offer date of 1 April 2010.

Applications for Out-borough Schools

Parents will be advised in the composite prospectus and on the application form that if they are applying to an out-borough school they will need to read the composite prospectus for that borough and/or check with the school they are going to apply to ascertain the timetable of closing and offer dates as they will vary in each LA.

Ranking

Ranking of preferences will be confidential to the LA and Ealing will treat all preferences equally for all schools. Where a pupil could be offered a place at more than one school, the rankings will be used to determine the single offer by selecting the one ranked highest of the potential offers. If none of the preferences stated can be offered an alternative offer will be made by allocating a place at the nearest school with a vacancy as far as reasonably practicable.

Processing the Application

The LA will enter onto its IT Local Admissions system all applicants and their preferences. The LA will refer all applications to the relevant Foundation, Voluntary Aided Schools, and Academy via SAM (the Schools Admissions Module) by the end of January 2010.

Foundation, Voluntary Aided schools and the Academy will prioritise all of their applicants according to their over-subscription criteria and the LA will prioritise all the applications for the Community schools. By the 12 February 2010 the Foundation, Voluntary Aided schools and the Academy will provide to the LA a list via SAM of all applicants in priority order.

The LA will then input all information provided by schools and identify the highest possible offer. The LA will notify schools about which final offers have and have not been made on 23 March 2010 and make offers to parents on 29 March 2010.

Offers

Ealing will make a single offer to every applicant on 29 March 2010. The reason for the parent not receiving a higher ranked preference will be obtained from the relevant admission authority. Late applications will be dealt with as soon after the March offer date as is practically possible. If an applicant living in the London Borough of Ealing is without an offer of a place at one of their preferred schools they will be allocated a place at the nearest school with a vacancy as far as reasonably practicable. Out borough applicants will be referred back to their home authority.

Response Form

When the offer letter is sent out an accept/decline form will be sent out to the parents to return to the LA.

Waiting Lists

If applicants wish to be put on the waiting list for any of the schools that they applied to they will need to indicate this on the response form which will be sent out with the letter. The child will only be placed on the waiting list(s) if the parent requests it.

The Community Primary Schools in Ealing will only hold waiting lists for reception year children for the autumn term, after which the waiting lists will cease.

From September 2010 the Local Authority will be co-ordinating in-year admissions.

Operation of the Waiting List

Admission Authority Schools will take over the waiting lists after the first round of offers have been made but will keep the LA informed of all offers made.

Appeals

Included in the offer letter will be information about the parents' statutory right of appeal.

In-year Admissions

Schools declare vacancies in each year group on a weekly basis. From this information the LA produces a weekly report that shows vacancies for Primary

Schools. This report is circulated to schools and is available to parents and the public. An annual report to the Admissions Forum shows schools' reported vacancies and number of pupils on roll.

DEFINITIONS OF TERMS USED

The Common Application Form	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
The Maintaining LA	the LA which maintains a school to which an applicant has applied
The Relevant Area	the relevant area in Ealing LA's case is the borough of Ealing
In-year Admission	is an applicant who is applying for a School place, outside the main Autumn Term intake for Reception year. An applicant will be treated as an in-year admission from 1 September of that admission year.

TIMETABLE FOR THE CO-ORDINATED PRIMARY SCHOOL SCHEME

ACTION	DATE
Parents register at their preferred school	September 2009
Distribution of Composite Prospectus and Common Application Form to schools	12 September 2009
Closing Date for applications	4 December 2009
Last date for late applications to be considered before the offer date	15 January 2010
Last date for late applications to be uploaded onto the local admissions system	15 January 2010
Ealing to send applications via SAM to Foundation, Voluntary Aided Schools and the Academy	By the end of January 2010
Foundation, Voluntary Aided Schools and the Academy will prioritise all of their applicants according to their over-subscription criteria and provide the LA with a list of all applicants in priority order via SAM	12 February 2010
The LA will then input all information provided by schools and identify the highest possible offer. The LA will inform schools about which final offers are to be made.	23 March 2010
Offers to every applicant	29 March 2010

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

EALINGS SCHEME FOR ADMISSION TO SECONDARY SCHOOL IN SEPTEMBER 2010

Definitions

“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 Admissions Executive Board, which is responsible for the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to make their applications, 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 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 LAs
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“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 secondary school, which is attached as Schedule 2
“the Prescribed Day”	1st March 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 transmit application and offer data between each LA’s LAS
“the Pan-London Timetable”	the framework for processing of application 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 pursuant to section 89B(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

1. This LA will advise home LAs of their resident pupils on the roll of this LA’s maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
2. Applications from residents of this LA will be made on this authority’s Common Application Form (CAF), 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 Template LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LA to enable the admission authorities in the LA area to apply the published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent who is resident in this LA and has a child in their last year of primary education within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA’s admissions booklet and CAF, including details of how to apply online. The admissions booklet will also be available to parents who do not live in this LA, and will include information on how they can access their home LA’s CAF.
4. The admission authorities within this LA will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with para 1.78 of the School Admissions Code (Feb 2009).
5. Where a school in this LA receives a supplementary form, this LA will not consider it to be a valid application unless the parent has also listed the school on their home LA’s CAF.

6. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA (and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
7. The order of preference given on the CAF will not be revealed to a school within the area of this LA. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in the its entry in the Pan London address verification register (being compiled by the Chair of LIAAG). This will in all cases include validation of resident applicants against this LA's 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 must advise the maintaining LA no later than 11 December in the Application Year 2009.
9. This LA will check the status of any resident applicant who is a 'Child Looked After' and provide evidence to the maintaining LA in respect of a preference for a school not in this LA's area by 16 November in the Application Year 2009.
10. This LA will advise a maintaining LA of the reason for any preference expressed for a school not in this LA's 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 16 November in the Application Year 2009.

Processing

11. Applicants resident within this LA must return the CAF, which will be available and able to be submitted on-line, to this LA by **23 October** in the Application Year 2009.
12. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by 16 November in the Application Year 2009. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
13. This LA will refer all the applications to the relevant Foundation, Voluntary Aided Schools and City Academy via SAM (the Schools Admissions Module) by 14 December. The Foundation and Voluntary Aided Schools and the City Academy will prioritise all of their applicants according to their over-subscription criteria and provide this authority with a list of all applicants in priority order via SAM.

- 14 All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this 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'.]
13. This LA will accept late applications from parents:
who have recently moved (within the previous 2 months),
where the LA or the school has made an error in accepting the application or
if there are exceptional circumstances for lateness e.g. where a single
parent/carer has been ill and the illness prevented the application being
made on time or the family has been dealing with the death of a close
relative i.e. one of the child's parents or child's sibling/s.
14. 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.
15. The latest date for the upload of late applications which are considered to be
on-time within the terms of the home LA's scheme to the PLR is
11 December in the Application Year 2009.
16. Where a parent 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 2009, on the basis that an on-time application already exists
within the Pan-London system.
17. This LA will participate in the application data checking exercise scheduled
between 13 December 2009 and 2 January 2010 in the Pan-London
timetable.
18. 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.
19. This LA will upload the highest potential offer available to an applicant for a
maintained school in this LA to the PLR by 3 February 2010. The PLR will
transmit the highest potential offer made by the Maintaining LA to the Home
LA.
20. The LAS of this 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 information between the LAS and the PLR (in
accordance with an iterative timetable published in the Business User
Guide) which will continue until a steady state is achieved (which the PLR
will indicate), or until 16 February 2010 if this is sooner. This LA will transmit
to the PLR information about which final offers have and have not been
made no less than 5 working days before 1 March 2010. The PLR will in

turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.

21. This LA will participate in the offer data checking exercise scheduled between 17 and 24 February 2010 in the Pan-London timetable.
22. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than 24 February 2009. (33 London LAs & Surrey only).

Offers

23. This LA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that the Home LAs shall inform all applicants within their areas of their highest offer of a school place.
24. This LA shall use the form of Notification Letter set out in Schedule 2.
25. On 1 March 2010, this LA will send by first class post notification of the outcome to resident applicants.
26. This LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2010.

Post Offer

27. This LA will request that resident parents accept or decline the offer of a place by 15 March 2010.
28. Where a parent resident in this LA accepts or declines a place in a school maintained by another LA by 15 March 2010, this LA will forward the information to the maintaining LA by 22 March 2010. Where such information is received from parents between 15 March and 31 August 2010, this LA will pass it to the maintaining LA as it is received.
29. In the period 1 March to 31 August 2010, this LA will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent, unless specifically requested by the parent.
30. In the period 1 March to 31 August 2010, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
31. In the period 1 March to 31 August 2010, this LA will accept new applications (including changed preferences) for its schools from home LAs.
32. If the preferred school(s) cannot offer a place the parent will have the opportunity of placing their child's name on the waiting list(s). The child

will only be placed on the waiting list(s) if the parent request it on the reply slip which is sent out with the letter.

SCHEDULE 1

This LA's Common Application Form will contain the following fields as a minimum.

Child's details:

Surname
Forename
Date of Birth
Gender
Name of primary school
Address of primary school (if outside home LA)

Parent's details:

Title
Surname
Initials or Forename
Address
Telephone Number (Home, Daytime, Mobile)
Email address

Relationship to child

Preference details (x 6 recommended):

Name of secondary school
Address of secondary school

Preference ranking
Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the applicant have a statement of SEN? Y/N*
Is the applicant a child looked after? Y/N
If yes, name of responsible 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

SCHEDULE 2

Pan-London Co-ordinated Admission Scheme

Template Outcome Letter

From: Home LA

Date: **1 March 2009**

Dear Parent,

Application for a Secondary School

I am writing to let you know the outcome of your application for a secondary 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 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 Ealing are attached to this letter. If the school is outside the borough of Ealing, 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 can also confirm that you wish your child's name to be placed on the waiting list for a school in the borough of X, by completing the reply slip. If you applied for a place in another borough and wish to be placed on the waiting list, please contact the school or the borough concerned.

If you wish to apply for any other school in this borough or elsewhere, you must obtain an application form from this office.

*Please return the reply slip to School Admissions by **15 March 2010**. If you have any questions about this letter, please contact School Admissions on 020 8825 5522.*

Yours sincerely

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

SCHEDULE 3

PAN-LONDON TIMETABLE FOR THE DETERMINATION OF APPLICATIONS TO SECONDARY SCHOOL

ACTION	DATE
Distribution of Composite Prospectus And Common Application Form	At the beginning of September 2009
Closing Date for applications	23 October 2009
Deadline for the transfer of application information by Ealing LA to the Pan London Register	By 16 November 2009
Last date for Late on-time applications to be considered by Ealing LA before the offer date	10 December 2009
Deadline for the upload of late on-time applications to the Pan London Register	11 December 2009
Ealing will refer all applications to the relevant Foundation, Voluntary Aided Schools and City Academy via SAM (the Schools Admissions Module)	After 14 December 2009
Foundation, Voluntary Aided Schools and the City Academy will prioritise all of their applicants according to their over-subscription criteria and provide the LA with a list of all applicants in priority order via SAM	By 11 January 2010
Deadline for the transfer of potential offer information from Ealing LA to the Pan London Register	3 February 2010

Ealing will transmit to the Pan London Register and Ealing schools information about which final offers have and have not been made	16 February 2010
Deadline for the transmission of the on-line applicant results to the portal	24 February 2010
Offer letters posted	1 March 2010
Responses to offers from parents	By 15 March 2010

ADMISSION ARRANGEMENTS FOR EALING COMMUNITY SCHOOLS FOR 2010

Application Procedures for Primary Schools

Parents need to contact their preferred school in September 2009 to register their child's name and ask for an information pack (this includes an application form) to be sent to them.

Parents will complete a common application form for schools maintained by the home LA. Parents will be given the opportunity to express 3 preferences for any Ealing Primary School (Community, Foundation and Voluntary Aided schools and the City Academy). If the parent wishes to apply for an out-borough school they will need to contact the LA concerned to ascertain how to apply for a place in one of their schools. The LA will operate an equal preference scheme 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 offered a place at more than one school within the LA, the rankings will be used to determine the single offer by selecting the one ranked highest of the places offered.

If the parent wishes the LA to consider any medical circumstances relating to their child, for a place at a community school, they must give details on the form and attach a supporting letter or report from the child's consultant (not General Practitioner [GP]) stating why the child should be given priority for the preferred school. Priority under this criterion can only be given for one named school.

If the parent wishes the LA to consider any social circumstances for a place at a community school, they must provide professionally supported evidence at the time of application (i.e. a letter or report from a social worker or other appropriately qualified person) explaining why the child should be given priority for the preferred school. Priority under this criterion can only be given for one named school.

Parents must return the completed form to the preferred school by 4 December 2009.

Applications from parents who have recently moved (within the last 2 months) and have completed and returned an application between 5 December and 15 January will be considered as on time. Other applications for Community Schools received after 5 December will not be dealt with until after all the on-time applications have been dealt with unless the LA or school has made an error in accepting the application or if there are exceptional circumstances for lateness (e.g. where a single parent/carer had been ill and the illness prevented the application being made on time or the family had been dealing with the death of a close relative i.e. one of the child's parents or child's siblings). The last date for applications to be uploaded onto the Borough's system will be 15 January and no late applications can be dealt with after that date until after the offer date of 29 March.

The LA will make a single offer to every applicant on 29 March 2010. The reason for the parent not receiving a higher ranked preference will be obtained from the relevant admission authority. If an applicant is without an offer of a place at one of their preferred schools they will be allocated a place at a school with a vacancy.

Timetable

ACTION	DATE
Parents register at their preferred school	September 2009
Brochures and application forms distributed to schools	September 2009
Closing date for applications	4 December 2009
LA makes offers to parents	29 March 2010

Oversubscription Criteria for Community Primary Schools

Set out below are the criteria that are used to decide who will be offered a place at a community school if there are more applications than there are places available. All applications are considered in accordance with the admissions criteria. The LA operates an equal preference system whereby all preferences listed by parents on the common application form are considered under the over-subscription criteria for each school without reference to the parental ranking. Only if a pupil is able to be offered a place at more than one school will the ranking be used to determine the single offer by selecting the one ranked highest of the places able to be offered.

The criteria listed in order of priority are:

- 1. Children in Public Care living within or outside the catchment area.**
Children in Public Care are as defined in section 22 of the 1989 Children's Act (this includes foster children).

CATCHMENT

- 2. Catchment children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission.***
- 3. Catchment children with a brother or sister who will be attending the main school (not the nursery class) on the same site* (this refers only to Berrymede Infant and Junior schools) at the time of admission**

NOTE *

The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home **and in the same family unit** as the child **on a permanent basis or for the majority of**

time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

4. **Catchment children with exceptional medical or social circumstances.**

The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant **who is monitoring the child's condition** (not General Practitioner [GP]) in relation to medical circumstances or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why priority should be given to the preferred school must be submitted at the time of application. Priority under this criterion can only be given for the **first preference school.**

The Schools Service Panel will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.

5. **Catchment children on the basis of distance from the child's permanent home address to the preferred school.**

The distance from home to school is measured by straight-line, from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the school grounds.

The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

It does not mean that we will be able to allocate a place at the school nearest to your address.

OUT-CATCHMENT

- 6. Out-catchment children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission (as in 2 above).**
- 7. Out-catchment children with a brother or sister who will be attending the main school (not the nursery class) on the same site (this refers only to Berrymede Infant and Junior Schools) at the time of admission (as in 3 above).**
- 8. Out-catchment children with exceptional medical or social circumstances (as in 4 above).**
- 9. Out-catchment children on the basis of distance from the child's permanent home address to the preferred school (as in 5 above).**

Any combination of two or more criteria gives higher priority than one criterion. For example, a brother/sister connection and agreed medical/social circumstances would give priority over a brother/sister connection.

If two or more children have equal priority under the criteria, the criterion of distance set out in point 5 above will then be applied.

Tie Break

In the event that the distances are equal the Local Authority (not the school) will draw lots to determine which applicant should be offered the place.

Twins, triplets or other children from multiple births

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will endeavour wherever possible not to separate these children whilst still operating within the infant class size legislation.

Waiting Lists

If the preferred school(s) cannot offer a place the parent will have the opportunity of placing their child's name placed on the waiting list(s). The child will only be placed on the waiting list(s) if the parent requests it on the reply slip which is sent out with the letter.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list at the time the vacancy arises, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot

normally be held open and it is expected that they will be taken up almost immediately unless the child has not reached compulsory school age, has not yet started school and the parent wishes to defer entry to school.

The Community Schools in Ealing will hold waiting lists for reception year children for the autumn term after which the waiting lists will cease.

From September 2010 the Local Authority will be co0ordinating in-year admissions.

N.B.

Children of newly appointed staff

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

Deferred entry to primary schools

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. However, Ealing Council will only reserve an allocated place until the start of the Spring Term 2011 and if the place is not taken up then, it will be offered to the applicant who has highest priority for the place. Deferred admission refers only to children who have not already started primary school, it does not apply to children already at school whose parents wish to defer a change of school. If a parent would like to delay their child's admission to school until the start of the summer term, he/she will need to apply for a place at the beginning of March 2011. If a child does not reach compulsory school age until September 2011 and the parent wishes to delay admission to school until then, he/she will need to apply direct to the school in mid-June 2011 for a place in year 1 for September 2011, as the child will be placed in that year group.

Shared responsibility

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required.

Application Procedures for High Schools

There is a duty on the LA to have a co-ordinated admission scheme for every applicant who lives within the London Borough of Ealing who is applying for schools within or beyond Ealing and to have a common offer date where every applicant will receive a single offer of a place.

The composite Prospectus and Common Application Form will be distributed to Year 6 parents and others at the beginning of September 2009 allowing parents the required 6 weeks to complete and return their application form. They will be invited to express 6 preferences whether within or beyond the London Borough of Ealing and give the reasons for applying for their preferred schools. Where some schools require supplementary information, parents will be required to complete a supplementary information form. The Ealing schools that require this are:

Cardinal Wiseman Catholic High School (denominational commitment)
Twyford CE High School (denominational commitment)

The supplementary information forms will be available from the schools concerned and must be returned to the school, by the parent, by the closing date of 23 October 2009. The Common Application Form will be returned to the current primary school if attending a school in Ealing or direct to Ealing LA if not attending a school in the home LA by the same date of 23 October. Parents should note that they must complete a supplementary information form and a common application form where relevant otherwise their application will not be considered as a valid application.

Parents will be advised in the composite prospectus and on the application form that if they are applying to an out-borough school they will need to ascertain if that school requires any additional information form to be completed as well as the common application form.

The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in the LA's area.

If the parent wishes the LA to consider any medical circumstances relating to their child, they must give details on the form and attach a supporting letter or report from the child's consultant (not General Practitioner [GP]) stating why the child should be given priority for the preferred school. Priority under this criterion can only be given for one named school.

If the parent wishes the LA to consider any social circumstances, they must provide professionally supported evidence at the time of application (i.e. a letter or report from a social worker or other appropriately qualified person) explaining why the child should be given priority for the preferred school. Priority under this criterion can only be given for one named school.

Applications from parents who have recently moved and have completed and returned an application between 24 October and 10 December will be considered as on time. Other applications received after 23 October will not be dealt with, until after all the on-time applications have been dealt with unless the LA or school has made an error in accepting the application or if there are exceptional circumstances for lateness (e.g. where a single parent/carer had been ill and the illness prevented the application being made on time or the family has been dealing with the death of a close relative i.e. one of the child's parents or child's siblings.) Where parents have moved from one LA to another after submitting their common application form on-time, a parent may wish to let their original preferences stand or submit new preferences. In either case the application will be treated as on time. The last date for applications to be uploaded on the Pan London Register is 11 December 2009 and therefore no late applications can be dealt with after 10 December 2009 until after the offer date of 1 March. Applications received for Community Schools between 3 March and the end of August will be dealt with by the LA and from September as an in-year admission.

Ealing will as far as practically possible make a single offer to every borough applicant on 1 March 2010. Where Ealing LA is not the admissions authority Ealing will make this offer on behalf of the admissions authority concerned. The reason for the parent not receiving a higher ranked preference can be obtained from the relevant admission authority. If an applicant is without an offer of a place at any of their preferred schools, as far as practically possible they will be allocated a place at the nearest school with a vacancy. Late applicants will be dealt with as soon after the March offer date as is practically possible.

Timetable

ACTION	DATE
Distribution of Composite Prospectus and Common Application Form	The beginning of September 2009
Closing Date for applications	23 October 2009
Offers to every borough applicant	1 March 2010

Oversubscription Criteria for Community High Schools

Set out below are the criteria that is used to decide who will be offered a place at a community school if there are more applications than there are places available. All applications are considered in accordance with the admissions criteria. The LA operates an equal preference system whereby all preferences listed by parents on the common application form are considered under the over-subscription criteria for each school without reference to the parental ranking. However, where a parent resident in Ealing expresses a preference for schools in the area of another LA, the order of preference for the 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.

The criteria listed in order of priority are:

1. **Children in Public Care**
Children in Public Care are as defined in section 22 of the 1989 Children's Act (this includes foster children).
2. **Brother or sister who will still be attending the school at the time of admission.**
The words brother and sister refer to all blood, half, foster, step, and adopted brothers and sisters, (not cousins), who live at the same home **and in the same family unit** as the child **on a permanent basis or for the majority of time in any calendar year**. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts school. **A sibling connection does not apply for children whose older siblings will/may be attending the 6th form in years 12 and 13.**
3. **Exceptional medical or social circumstances, for one of the named preferred schools.**
The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant **who is monitoring the child's condition** (not General Practitioner [GP]) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why education should be at the preferred school must be submitted at the time of application. Priority under this criterion can only be given for **the first preference** school.

The Schools Service Panel will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.
4. **Distance from the child's permanent home address to the preferred school.**

The distance from home to all community high schools, except Elthorne Park High School, is measured by straight line from a point in the property **determined by Ordnance Survey** to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

The distance from home to Elthorne Park High School is measured by shortest walking route. The distance is measured from a point **determined by Ordnance Survey** in the property to the centre of the road, along the centre of the road, to the nearest gated entrance which is used by pupils to enter the school grounds.

It does not mean that we will be able to allocate a place at the school nearest to your address.

Any combination of two or more criteria gives higher priority than one criterion. For example, a brother/sister connection and agreed medical/ social circumstances would give priority over a brother/sister connection.

If two or more children have equal priority under the criteria, the criterion of distance set out in point 4 above will then be applied.

Tie Break

In the event that the distances are equal the Local Authority (not the school) will draw lots to determine which applicant should be offered the place.

Twins, triplets or other children from multiple births

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will endeavour wherever possible not to separate these children whilst still operating within the infant class size legislation.

Waiting Lists

If applicants wish to be put on the waiting list for any of the schools they applied to they will need to indicate this on the response form which will be sent out with the letter. The response form should be forwarded to the home LA. The child will only be placed on the waiting list(s) if the parent requests it.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list at the time the vacancy arises, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot

normally be held open and it is expected that they will be taken up almost immediately.

The Community Schools in Ealing will hold waiting lists for Year 7 pupils for the autumn term after which the waiting list will cease.

From September 2010 the Local Authority will be co-ordinating in-year admissions.

N.B.

Children of newly appointed staff

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

Shared responsibility

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required.

Admissions Criteria to the Sixth Form of Ealing Community Schools

For Consortium Schools

**Dormers Wells High School
Elthorne Park High School
Villiers High School**

All students must meet the entry requirements for their chosen course of study as published in the Sixth Form Prospectus

Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus

Places in Year 12 will be awarded to students in the following order of priority:

Children in public care

Qualified students who were on roll at the desired High School at the end of the academic year immediately preceding the proposed date of entry into that school's Sixth Form

Qualified students who have a sibling attending the desired school in years 7 - 11 in the year of the proposed date of entry into that school's Sixth Form

Qualified students who were on roll at any of the consortium schools (Dormers Wells High School, Elthorne High School or Villiers High School) at the end of the academic year immediately preceding the proposed date of entry into the desired school's Sixth Form.

Qualified students from any other school.

The distance from the student's permanent home address to the school **with those living nearest the school being given the higher priority.***

For Other Community High Schools

All students must meet the entry requirements for their chosen course of study as published in the Sixth Form Prospectus

Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus

Places in Year 12 will be awarded to students in the following order of priority:

Children in public care

Qualified students who were on roll at the desired High School at the end of the academic year immediately preceding the proposed date of entry into that school's Sixth Form

Qualified students who have a sibling attending the desired school in the year of the proposed date of entry into that school's Sixth Form

Qualified students from any other school.

The distance from the student's permanent home address to the school **with those living nearest the school being given the higher priority.***

*The distance from home to all community high schools except Elthorne Park High School is measured by straight line from a point in the property to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

The distance from home to Elthorne Park High School is measured by shortest walking route. The distance is measured from a point in the property to the centre of the road, along the centre of the road, to the nearest gated entrance which is used by pupils to enter the school grounds.

In the case of multi-occupancy buildings e.g. flats priority will be given to the applicants whose door number is the lowest numerically and/or alphabetically, e.g. 11B takes priority over 12A.

Changes to the Published Admission Numbers for schools for admissions in September 2009 and 2010

Background

Each year the Admission Forum is asked to consider proposals for any changes to the Published Admission Number (PAN) for schools in the Borough. As the consultation process is quite lengthy this usually takes place at least eighteen months before any changes are proposed to take effect. Changes are therefore now being consulted on for admissions to Reception (or Year 3 if a Junior school) and Year 7 classes in September 2010. Proposed changes for September 2009 are also set out, having previously been considered by the Forum in spring 2008.

Ealing is experiencing a significant rise in birth rates, with demand anticipated to exceed capacity for school places by September 2009. Projections for pupil numbers have recently been updated so that they are in line with those being used in the Building Schools for the Future (BSF) programme for secondary schools. Details of the projections and other information used to inform the current expansion programme are available in the report that was submitted to Cabinet in December 2008 (See Ealing Council's website, in the Committees section).

A large number of additional places will be required in the coming years to meet the demand, which is currently anticipated to peak in 2011. The increase is planned to include a small buffer to allow for parental preference and in-year casual admissions to be met. Data, including the Pupil Census in the spring term will be kept under close review to monitor the accuracy of the projections.

Changes to the Published Admission Number in primary schools

Since the new higher birth data became available in mid 2007, officers from the Local Authority have met with a number of primary head teachers and their governors to discuss the possibility of increasing the number of pupils the school admit.

Subsequently, two consultations were undertaken during 2008 around proposals for expansion in the primary sector. Cabinet considered the results of these consultations and agreed in December 2008 that the LA publish Statutory Proposals for changes to the Published Admission Number of a number of primary schools. Proposals were published in January 2009 and the representation period closed on the 13th February. Results will be analysed and included in a report to Cabinet in April.

The table on the following pages shows details of the admission numbers for primary schools for September 2008 and the changes proposed to them for admissions in September 2009 and September 2010 (subject to Cabinet approval).

Changes proposed for September 2009

- Stanhope – The school will increase its Published Admission Number from 60 to 90.

- Selborne – The school will increase its PAN from 60 to 90.
- St John's - The school will increase its PAN from 45 to 60.
- Oldfield - The school will increase its PAN from 45 to 60.
- Woodend Infants – The school will increase from 90 to 120.
- New Khalsa VA School - The new 2FE Sikh school will open with reception and nursery classes in September 2009 (originally this was planned for September 2008).
- Tudor – After a number of years where the school's admission number was reduced temporarily from 60 to 45, it was agreed to reduce the number to 30 for admissions in the 2008/9 academic year onwards. In view of rising demand, the admission number remained at 45 for admissions in September 2008 and will return to 60 from September 2009.
- Three Bridges – The school's admission number has been temporarily reduced from 60 to 45 for admissions in the past few years and has again been reduced to 45 for 9/2009. The school may return to 60 for admissions to reception in 9/2010. This will be reviewed in the light of the new Khalsa school which opens in September 2009 and the rising birth rates and local demand.
- Wolfields – The school had intended to lower their PAN to 30 but have decided to remain with their PAN of 60.

Changes proposed for September 2010

- Brentside – To increase the school's PAN from 45 to 90.
- Little Ealing – To increase the school from 60 to 90.
- Fielding – To increase the school from 90 to 120.
- North Ealing – To increase the school from 60 to 90.

Following discussions with both Diocesan Authorities, it is intended that proposals will be made by the Dioceses to expand both Catholic and Church of England primary age provision for future years.

A number of the schools have agreed to bring their increases in early to help meet the higher demand. Some of the schools will also increase the number of part-time places available in their nurseries, although there is not a statutory requirement to publish proposals for this.

Proposed changes to admission numbers for primary schools: September 2009 and 2010
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DCSF No.	School Name	9/2008 PAN (Reception)	Proposed PAN for 9/2009 (if different)	Proposed PAN for 9/2010 (if different)
2161	Allenby Nursery & Primary	30		
2083	Beaconsfield Primary	30		
2006	Berrymede Infant	90		
2005	Berrymede Junior	N/a (90)		
2162	Blair Peach Primary	60		
2185	Brentside Primary	45		90
3301	Christchurch Junior *	N/a (90)		
2163	Clifton Primary	45		
2088	Costons Primary	60		
2164	Dairy Meadow Primary	60		
2165	Derwentwater Primary	90		
5203	Dormers Wells Infant *	109		
5202	Dormers Wells Junior *	N/a (103)		
2092	Downe Manor Primary	60		
2094	Drayton Green Primary	30		
2166	Durdan's Park Primary	60		
2022	East Acton Primary	30		
3510	Edward Betham Primary *	60		
2180	Featherstone Primary	90		
2167	Fielding Primary	90		120
2168	Gifford Primary	90		
2187	Grange Primary	90		
2169	Greenwood Primary	60		
2150	Hambrough Primary	60		
2184	Hathaway Primary	60		
2170	Havelock Primary	60		
2151	Hobbayne Primary	60		
2171	Horsenden Primary	90		
2153	John Perryn Primary	60		
2173	Lady Margaret Primary	90		
2174	Little Ealing Primary	60		90
2076	Mayfield Primary	45		
2182	Montpelier Primary	90		
3500	Mount Carmel Primary *	60		
2046	North Ealing Primary	60		90
2115	North Primary	60		
3511	Petts Hill Primary	30		
6905	West London Academy (Primary) *	60		

Proposed changes to admission numbers for primary schools: September 2009 and 2010				
DCSF No.	School Name	9/2008 PAN (Reception)	Proposed PAN for 9/2009 (if different)	Proposed PAN for 9/2010 (if different)
2175	Oaklands Primary	60		
2033	Oldfield Primary	45	60	
3503	Our Lady of the Visitation*	60		
2176	Perivale Primary	60		
2121	Ravenor Primary	60		
2125	Selborne Primary	60	90	
2154	Southfield Primary	60		
3505	St Anselm's Primary *	30		
3506	St Gregory's Primary *	60		
3504	St John Fisher Primary *	60		
2058	St John's Primary	45	60	
3507	St Joseph's Primary *	60		
2059	St Mark's Primary	45		
3508	St Raphael's Primary *	60		
3302	St Saviour's Infant *	90		
3509	St Vincent's Primary *	60		
2177	Stanhope Primary	60	90	
2181	Three Bridges Primary	45	60	
2183	Tudor Primary	45	60	
2186	Vicar's Green Primary	30		
2178	Viking Primary	30		
2071	West Acton Primary	60		
2067	West Twyford Primary	30		
2172	Willow Tree Primary	90		
2179	Wolf Fields Primary	45	60	
5201	Wood End Infant *	90	120	
5200	Wood End Junior *	n/a (96)		
	New Khalsa VA Primary*	0	60	
Additional forms of entry			7.5	4.5
Total forms of entry at Reception		122.1 FE	129.6 FE ♦	133.6

♦ The 7.5 additional forms of entry shown here for 9/2009 include the 2FE at the Khalsa School, which will attract Sikh pupils from both within and beyond the Borough.

***Please note schools shown with an asterix determine their own admission arrangements**

Changes to the Published Admission Number in high schools

Changes proposed for September 2009

- Ellen Wilkinson – Will increase by 6 places to a PAN of 216 in September 2009.
- Twyford – UPDATE It had originally been planned to increase the PAN in September 2009 by 16 to 196 places but this will remain at 180 now.

Changes proposed for September 2010

- No further expansions are proposed for admissions in September 2010 but increases for subsequent years are already planned under the Building Schools for the Future building programme (BSF), to meet the rising demand.

Proposed admission numbers for high schools: September 2009 and 2010				
DCSF No	School Name	9/2008 PAN (Year 7)	9/2009 PAN for Year 7 (if different)	Proposed 9/2010 PAN for Year 7 (if different)
4035	Acton High	240		
5400	Brentside High *	210		
4603	Cardinal Wiseman High *	300		
4030	Dormers Wells High	180		
5403	Drayton Manor High *	240		
5402	Ellen Wilkinson High*	210	216	
4036	Elthorne Park High	180		
4031	Featherstone High	240		
5401	Greenford High *	240		
5404	Northolt High *	240		
4602	Twyford High *	180		
4020	Villiers High	240		
6905	West London Academy *	180		
	Total High	2,880	2,886	2,886

Any changes to current proposals will be included in future updates to the Admission Forum.

Changes to special schools from September 2009

The following changes to the designations and numbers of pupils admitted to special schools from September 2009 have had Statutory Proposals published in autumn 2008.

- Belvue - will change its designation from “Moderate Learning Difficulties” to “Complex moderate to severe learning difficulties including autistic spectrum disorders”. It will continue to provide for 123 pupils aged 11 to 19.
- Castlebar – will change its designation from “Moderate Learning Difficulties” to “complex moderate to severe learning difficulties, including autistic spectrum disorders”. It will continue to provide for 104 pupils aged 4 to 11.
- Mandeville - will change its designation from “Severe Learning Difficulties” to “Complex severe to profound learning difficulties, including autistic spectrum disorders”. It will continue to provide for 90 pupils aged 2 to 11.
- St. Ann’s - will change its designation from “Severe Learning Difficulties” to “Complex severe learning difficulty, profound and multiple learning difficulty, and autistic spectrum disorder”. It will continue to provide for 80 pupils aged 11 to 19.
- Springhallow - will change its designation from “Speech, Language and Communication Needs and Autistic Spectrum Disorders” to “Complex autistic spectrum disorders”. It will increase places available from 65 to 80 in September 2014 but continue to cater for pupils aged 4 to 16.