

**THE LONDON BOROUGH OF EALING'S PRIMARY SCHOOL
CO-ORDINATED ADMISSIONS SCHEME - 2011**

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). This scheme will also include Infant to Junior transfer.

Circulation of the Composite Prospectus and Common Application Form

Parents will need to contact their preferred school in September 2010 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 15 January 2011 to the preferred primary school.

Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained nursery schools, primary schools (and academies?) who are eligible to transfer to reception in the forthcoming academic year.
2. Applications from residents of this LA will be made on this 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 Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will make admission packs available at the preferred school for residents in this LA which includes the admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
4. The admission authorities within this 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 this LA, 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.

5. Where supplementary information forms are used by admission authorities in this LA, they will be available on this 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.
6. Where a school in this LA receives a supplementary information form, this 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 3.7 of the School Admissions Code.
7. Applicants will be able to express a preference for up to six maintained primary 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 this LA in accordance with paragraph 1.76 of the School Admissions Code. 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 an applicant is eligible for a place at more than one school in that LA's area.
9. This LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 18 February 2011.
10. 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 28 January 2011.
11. This 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 28 January 2011.

Processing

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by 15 January 2011.
13. Application data relating to preferences for schools in other participating LAs will be up-loaded to the PLR by 28 January 2011. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. 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.
16. 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.
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 18 February 2011.
16. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to 18 February 2011, 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 21 and 28 February 2011 in the Pan-London timetable in Schedule 3B.
18. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. 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'.]
19. 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.
20. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by 16 March 2011. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

21. 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 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 18 March 2011 if this is sooner.
22. This LA will not make an additional offer between the end of the iterative process and the 1 March 2011 which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
24. This LA will participate in the offer data checking exercise scheduled between 21 and 28 March 2011 in the Pan-London timetable in Schedule 3B.
25. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 28 March 2011. (33 London LAs & Surrey only).

Offers

26. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
27. This LA's outcome letter will include the information set out in Schedule 2.
28. This LA will, on 4 April 2011, send by first class post notification of the outcome to resident applicants. (In 2012 and subsequent years, this date will be substituted for the date prescribed by the Board, which will be set taking into account the statutory requirement for data to be exchanged between LAs by 31 March and the dates set for Easter and the school holiday period).

Post Offer

29. This LA will request that resident applicants accept or decline the offer of a place by 19 April 2011, or within two weeks of the date of any subsequent offer.
30. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by 19 April 2011, this LA will forward the information to the maintaining LA by 26 April 2011. Where such information is received from applicants after 19 April, this LA will pass it to the maintaining LA as it is received.
31. This LA will inform the home LA, where different, of an offer for a maintained school or Academy in this 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.
32. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
33. This 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.
34. Where this 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.
35. Where this LA, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
36. This LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
37. 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.
38. Included in the offer letter will be information about the parents' statutory right of appeal.

Infant to Junior Transfer will follow the same timescales.

The Local Authority co-ordinates in-year admissions and these admissions are subject to a separate process.

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

Timetable for Admissions to Reception in September 2011

Sat 15 Jan 2011	Statutory deadline for receipt of applications
Fri 28 Jan 2011	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 18 Feb 2011	Deadline for the upload of late applications to the PLR.
Mon 21 - Fri 25 Feb 2011	Checking of application data
Wed 16 Mar 2011	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 18 Mar 2011	Final ALT file to PLR
Mon 21- Fri 27 Mar 2011	Checking of offer data
Mon 28 Mar 2011	Deadline for on-line ALT file to portal
Mon 4 April 2011	Offer letters posted.
Tues 19 April 2011	Deadline for receipt of acceptances
Tues 26 April 2011	Deadline for transfer of acceptances to maintaining LAs

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 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 make their applications, set out in rank order
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the 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”	the day on which outcome letters are posted to parents/carers. 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 supplementary information forms are used by admission authorities in this LA, they will be available on the 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.
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 **10 December 2010**.
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 **15 November 2010**.
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 **15 November 2010**.

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 **31 October 2010 but will be encouraged to submit their application 22 October 2010 to give the LA sufficient time to process the applications.**
12. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by 15 November 2010. 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 10 December 2010.
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 10 December 2010, 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 2010 and 4 January 2011 in the Pan-London timetable.
18. 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.
19. 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.
20. This LA will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by 2 February 2011. The PLR will transmit the highest potential offer made by the Maintaining LA to the Home LA.
21. 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 15 February 2011 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.
22. This LA will not make an additional offer between the end of the iterative process and 1 March 2011 which may impact on an offer being made by another participating LA.
23. If an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA, this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
24. This LA will participate in the offer data checking exercise scheduled between 16 and 23 February 2011 in the Pan-London timetable.
25. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than 23 February 2011. (33 London LAs & Surrey only).

Offers

26. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application form, receives the offer of an alternative school place.
27. This LA will inform all resident applicants of their highest offer of a school place and where relevant, the reasons why higher preferences were not offered.
28. This LA shall use the form of Notification Letter set out in Schedule 2.
29. On 1 March 2011, this LA will send by first class post notification of the outcome to resident applicants.
30. This LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2011.

Post Offer

31. This LA will request that resident parents accept or decline the offer of a place by 16 March 2011, or within two weeks of the date of any subsequent offer.
32. Where a parent resident in this LA accepts or declines a place in a school maintained by another LA by 16 March 2011, this LA will forward the information to the maintaining LA by 23 March 2011. Where such information is received from parents after 16 March, this LA will pass it to the maintaining LA as it is received.
33. This LA will inform the home LA, where different, of an offer for a maintained school or Academy in this 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.
34. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
35. This 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.
36. Where this 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.

37. Where this LA, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change.
38. This LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
- 39.32. 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 High Schools in Ealing will only hold waiting lists for reception year children for the autumn term, after which the waiting lists will cease.
40. Included in the offer letter will be information about the parents' statutory right of appeal.

The Local Authority co-ordinates in-year admissions and these admissions are subject to a separate process.

SCHEDULE 1

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

Child's details:

Surname
Forename(s)
Date of Birth
Gender
Name of primary school
Address of current 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 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 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 2011**

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 **16 March 2011**. 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

Timetable for Admissions to Year 7 in September 2011

Fri 22 Oct 2010	Published closing date (Friday before half-term)
Sun 31 Oct 2010	Statutory deadline for receipt of applications
Mon 15 Nov 2010	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 11 Dec 2010	Deadline for the upload of late applications to the PLR.
Mon 13 Dec 2010 – Tuesday 4 Jan 2011	Checking of application data
Thurs 3 Feb 2011	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Tues 15 Feb 2011	Final ALT file to PLR
Wed 16-Wed 23 Feb 2011	Checking of offer data
Wed 23 Feb 2011	Deadline for on-line ALT file to portal
Tues 1 Mar 2011	Offer letters posted.
Wed 16 Mar 2011	Deadline for return of acceptances
Wed 23 Mar 2011	Deadline for transfer of acceptances to maintaining LAs

ADMISSION ARRANGEMENTS FOR EALING COMMUNITY SCHOOLS FOR 2011

Application Procedures for Primary Schools

Parents need to contact their preferred school in September 2010 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 6 preferences for any Primary School (Community, Foundation and Voluntary Aided schools and the City Academy). 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 the first preference 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 first named school. Priority under this criterion can only be given for the first preference school.

Parents must return the completed form to the preferred school by 15 January 2011.

Applications from parents who have recently moved (within the last 2 months) and have completed and returned an application between 15 January and 18 February will be considered as on time. Other applications for Community Schools received after 15 January 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 18 February and no late applications can be dealt with after that date until after the offer date of 4 April 2011.

The LA will make a single offer to every applicant on 4 April 2011. 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 2010
Brochures and application forms distributed to schools	September 2010
Closing date for applications	15 January 2010
LA makes offers to parents	4 April 2011

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 oversubscription 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).
- 1a. **Children who have recently (within the last year of the closing date for applications) been made the subject of an adoption order or the subject of a special guardianship order living within or outside the catchment area.**

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 first preference 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 all year groups. Parents will have to re-register on a termly basis if they wish to continue on the waiting list.

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. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can also request that their child attends part-time until the child reaches compulsory school age. If a child does not reach compulsory school age until September 2012 and the parent wishes to delay admission to school until then, he/she will need to apply direct to the school in mid-June 2012 for a place in year 1 for September 2012, as the child will be placed in that year group.

N.B. Children reach compulsory school age the term after they are 5.

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. **In all other cases of personal or family arrangements the address of the mother will be taken as the main residence.**

N.B. The Local Authority co-ordinates in-year admissions and these admissions are subject to a separate process.

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 2010 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 31 October 2010. 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 31 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 31 October and 11 December will be considered as on time. Other applications received after 31 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 2010 and therefore no late applications can be dealt with after 11 December 2010 until after the offer date of 1 March.

Ealing will as far as practically possible make a single offer to every borough applicant on 1 March 2011. 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 2010
Closing Date for applications	31 October 2010
Offers to every borough applicant	1 March 2011

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).
- 1a. **Children who have recently (within the last year of the closing date for applications) been made the subject of an adoption order or the subject of a special guardianship order.**
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 first preference 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 all year groups. Parents will have to re-register on a termly basis if they wish to continue on the waiting list

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. **In all other cases of personal or family arrangements the address of the mother will be taken as the main residence.**

N.B. The Local Authority co-ordinates in-year admissions and these admissions are subject to a separate process.

APPENDIX 4

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.

ADMISSION CRITERIA FOR COMMUNITY NURSERY SCHOOLS AND NURSERY CLASSES FOR 2011/12

Please note that admission to a nursery class does not guarantee admission to the main school on the nursery class site. Nursery schools and nursery classes take children aged between three and five years old. Parents can apply to any of the nursery schools or nursery classes.

Parents can register their interest for a nursery place with the school by completing an application form when their child is two.

Admission to Community Nursery Schools and Nursery Classes is based upon residence in the London Borough of Ealing. Any remaining places may be offered to children living outside the London Borough of Ealing in accordance with the admission criteria.

Children generally start nursery the September after their third birthday. If there are places still available after those children have been offered and accepted places, younger children will be considered and may start nursery when they are three.

Parents will be informed of the outcome of their admission at the end of the Spring Term.

The criteria are listed in order of priority as follows:

1. Children in Public Care – children who are in Public Care as defined in Section 22 of the 1989 Children’s Act (this includes foster children) living within or outside the catchment area.
- 1a Children who have recently (within the last year of the closing date for applications) been made the subject of an adoption order or the subject of a special guardianship order living within or outside the catchment area.**
2. Children living in the catchment area with a brother or sister who will be attending the main school at the time of admission.

The words brother or sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home address as the child. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
3. Children living in the catchment area 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 – not a General Practitioner (GP). The social circumstances must be substantiated by a social worker or other appropriate professional. All supporting evidence showing why education should be at the preferred school must be submitted at the time of application.

4. Children living in the catchment area on the basis of distance from the child's permanent home address to the preferred school.
5. Children living outside the catchment area with a brother or sister who will be attending the main school at the time of admissions (as in 2 above).
6. Children living outside the catchment area with exceptional medical or social circumstances (as in 3 above)
7. Children living outside the catchment area on the basis of distance from the child's permanent home address to the preferred school.

Any combination of two or more criteria give a higher priority than one criterion. If two or more children have equal priority under the criteria, the criterion of distance will be applied.

In the event that the distances are equal the drawing of lots will be used to determine who is offered the place.

Waiting list

Vacancies are filled from the waiting list using the admissions criteria. A vacancy is offered to the child with the highest priority on the waiting list. The position of a child on the waiting list can change when other children leave or join the waiting list.

Documentary evidence to be provided with the application form

You are required to provide a photocopy of your child's short birth certificate, passport or immigration papers as proof of his/her date of birth. This information is required when you return the reply slip accepting the offer of a school place.

You are required to provide one of the following as documentary evidence:

- Your current year's Council Tax Bill
- If you do not pay Council Tax, one of the following may be accepted:
 - Council rent book for the current year
 - Tenancy Agreement from a registered private letting agency
 - Letter from Social Services, National Asylum Support Service (NASS) or Housing Department confirming that you reside at your address
 - If moving home, a solicitor's letter confirming the date that contracts were exchanged and the proposed date of completion

If none of the above are available, a letter explaining the circumstances.

IMPORTANT

Provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a nursery place. If you change address after registering your child for a place in a nursery school or nursery class, you should advise the school in writing immediately.

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 consulted on for admissions in the primary phase to Reception for primary schools or Year 3 if a Junior school. The last update, on proposals for changes to schools PANs for September 2010 and 2011, was presented to the Admissions Forum at its meeting in February 2009. This confirms and updates the proposals outlined in that report.

Admissions Forum members will be aware that Ealing is experiencing a significant rise in birth rates, and corresponding increase in demand for school places. A report was made to July 2009 Cabinet, updating pupil projections. (The full report can be viewed on the Council's website in the Committee's section). The report outlined that recently released birth data indicated that numbers have risen even further than had previously been forecast. Cabinet agreed the need for an additional 750 Reception places (25.0 Forms of Entry) in primary schools by September 2012 of which 16FE will be permanent. Two more area consultations were requested, which were undertaken over autumn 2009, one for the Acton area and one for the Greenford, Northolt and Perivale (GNP) area. The results of these consultations have been considered (for detailed information please see the cabinet reports for 12 January 2010 and 26 January 2010), further proposals will be made in Spring 2010 for changes to primary schools PANs for both 2010 and 2011. The Admissions Forum will be kept updated.

Expansion proposals progressed and agreed by Cabinet to date are shown in **Table 1** below.

Table 1: Permanent expansions: Schools Cabinet have agreed to expand

School	Current size (FE)	Expanded size (FE)	Additional places (FE)	Implementation of permanent expansion (increase in PAN)
Ealing and Hanwell				
Little Ealing (Agreed 2009)	60 (2)	90 (3)	30 (1)	September 2010
Fielding (Agreed 2009)	90 (3FE)	120 (4FE)	30 (1)	September 2010
North Ealing (Agreed 2009)	60 (2)	90 (3)	30 (1)	September 2010
St John's (Agreed 2009)	45 (1.5)	60 (2)	15 (0.5)	September 2009
Brentside (Agreed 2010)	45 (1.5)	60 (2)	15 (0.5)	September 2011
Hobbayne (Agreed 2010)	60 (2)	90 (3)	30 (1)	September 2011
St Mark's (Agreed 2010)	45 (1.5)	60 (2)	15 (0.5)	September 2011
Greenford, Northolt & Perivale				
Oldfield (Agreed 2009)	45 (1.5)	60 (2)	15 (0.5)	September 2009
Selborne (Agreed 2009)	60 (2)	90 (3)	30 (1)	September 2009
Stanhope (Agreed 2009)	60 (2)	90 (3)	30 (1)	September 2009

School	Current size (FE)	Expanded size (FE)	Additional places (FE)	Implementation of permanent expansion (increase in PAN)
Wood End Infant (Agreed 2009)	90 (3)	120 (4)	30 (1)	September 2009
Wood End Junior (Agreed 2010)	90 (3)	120 (4)	30 (1)	September 2012
Total			300 (10FE)	

Confirmation of changes to the number of Reception age pupils admitted in September 2011

- Brentside – To increase the school's PAN from 45 to 60.
- Hobbayne – To increase the school's PAN from 60 to 90.
- St Mark's – To increase the school's PAN from 45 to 60.

Other proposals

- Faith schools - 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. As the admissions authority for their schools, the governing bodies and the Dioceses will undertake any consultation around proposed expansions and subsequent publication of Statutory Proposals.

The London Diocesan Board for Schools has gained agreement from the governing bodies of Christ Church Junior and St Saviour's Infant's schools to start consultation with parents on possible expansion. Any expansion is proposed to be by expanding the schools to become a 4FE infant and a 4FE junior school. The two schools are also consulting on possible amalgamation from 2011. This will expand provision in the Church of England sector by 1FE. The earliest date that these places could be provided is 2012.

The Diocese of Westminster is seeking to firm up its expansion proposals for up to an additional 3FE in the Catholic sector. The governors of St Gregory's school are keen to expand by 1FE to 3FE and the Diocese supports this expansion. The school are currently consulting on these plans. The Diocese of Westminster are also progressing plans for a new 2FE primary school in West Acton, with places being available from 2012 at the earliest.

- Wood End Junior school – The governing body of the school published Statutory Proposals in the autumn term 2009 to expand their school by 1FE to become a 4FE Junior school. This will be proposed to take effect for admissions to year 3 from September 2012. This will bring the Junior school in line with the recently agreed expansion of Wood End Infant school.

Changes to the Published Admission Numbers (PANs) for schools September 2011

Table 2: Changes to Planned Admissions Numbers (PANs)

DCSF No.	School Name	PAN for Sept 2010 Reception	Proposed PAN for Sept 2011 (if different)
2161	Allenby Nursery & Primary	30	
2083	Beaconsfield Primary	30	
2006	Berrymede Infant	90	90**
2005	Berrymede Junior	Year 3 – 90	
2162	Blair Peach Primary	60	
2185	Brentside Primary	45	60
3301	Christchurch Junior *	Year 3 - 90	
2163	Clifton Primary	45	
2088	Coston Primary	60	
2164	Dairy Meadow Primary	60	
2165	Derwentwater Primary	90	90**
5203	Dormers Wells Infant *	109	
5202	Dormers Wells Junior *	Year 3 -103	
2092	Downe Manor Primary	60	
2094	Drayton Green Primary	30	
2166	Durdan's Park Primary	60	60**
2022	East Acton Primary	30	
3510	Edward Betham Primary *	60	
2180	Featherstone Primary	90	
2167	Fielding Primary	120	
2168	Gifford Primary	90	90**
2187	Grange Primary	90	90**
2169	Greenwood Primary	60	
2150	Hambrough Primary	60	
2184	Hathaway Primary	60	
2170	Havelock Primary	60	
2151	Hobbayne Primary	60	90
2171	Horsenden Primary	90	90**
2153	John Perryn Primary	60	
2173	Lady Margaret Primary	90	
2174	Little Ealing Primary	90	
2076	Mayfield Primary	45	
2182	Montpelier Primary	90	
3500	Mount Carmel Primary *	60	

DCSF No.	School Name	PAN for Sept 2010 Reception	Proposed PAN for Sept 2011 (if different)
2046	North Ealing Primary	90	
2115	North Primary	60	
2175	Oaklands Primary	60	60**
2033	Oldfield Primary	60	
3503	Our Lady of the Visitation*	60	
2176	Perivale Primary	60	
3511	Petts Hill Primary	30	
2121	Ravenor Primary	60	90
2125	Selborne Primary	90	
2154	Southfield Primary	60	60**
3505	St Anselm's Primary *	30	
3506	St Gregory's Primary *	60	60**
3504	St John Fisher Primary *	60	
2058	St John's Primary	60	
3507	St Joseph's Primary *	60	
2059	St Mark's Primary	45	60
3508	St Raphael's Primary *	60	
3302	St Saviour's Infant *	90	
3509	St Vincent's Primary *	60	
2177	Stanhope Primary	90	
2181	Three Bridges Primary	60	
2183	Tudor Primary	30	
2186	Vicar's Green Primary	30	
2178	Viking Primary	30	
2071	West Acton Primary	60	60**
6905	West London Academy (Primary)*	60	90
2067	West Twyford Primary	30	30**
2172	Willow Tree Primary	90	90**
2179	Wolf Fields Primary	30	
5201	Wood End Infant *	120	
5200	Wood End Junior *	90	
3512	Khalsa VA Primary*	60	
Additional forms of entry			

N.B. For September 2010 a number of schools may be required to take 'bulge' classes. These are yet to be finally confirmed but discussions are underway with schools.

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

** A double asterix indicates where changes to PANs may be required on a temporary basis in 2011

Representations received during the consultation period

One representation was received during the consultation period (please see below).

In the autumn term an extensive consultation exercise was carried out regarding expanding primary places in the GNP (Greenford Northolt Perivale) and Acton areas. Full results of this consultation are available in the report to cabinet of 12 January 2010, 'Expansion of primary places in Acton, and Greenford, Northolt & Perivale (GNP) areas'. The report is available at the following address:

http://www.ealing.gov.uk/services/council/committees/agendas_minutes_reports/cabinet/19may2009-24may2010.html

Dear Ms Lustig,

I am writing to you as a mother of a pupil currently in Year One of Southfield Primary School in Chiswick.

Southfield School is not a big school in terms of size and also has limited playing areas with no playing fields available to it. Last year we were informed the school would be increasing its Reception intake from 60 pupils to 90 pupils. When the previous head, Mr Morris, informed us that the school intake would be increasing we were assured it would only be for 2009.

I now understand that the school is being asked yet again to contemplate another Reception year of 90. I not only feel this to be incomprehensible in terms of space but I also believe it will have a negative affect to the children's education. I also believe in terms of the children's health and safety there will be serious repercussions within the school building and during the break times. I understand from certain parents that lunchtime is already a rushed affair and this can only be expected to get worse.

With a further 30 pupils now enrolled in Reception the repercussions of having the additional children in a limited area are that children have obviously less space but also dropping off and picking up a child can basically lead to chaos at times. Leaving a child to start their school day is basically not an enjoyable or comforting experience for either child or parent fighting their way through a scrum.

On a personal level we are a three-minute walk from the school and have a son due to start attending the school in September 2010. My daughter's reception year at Southfield in 2008/2009 was an enjoyable one but she does feel more apprehensive since starting Year 1 with the sheer numbers of children around her this year. I am also deeply concerned that one of the effects of the increasing

number of children has been a drop in the standards of education as the school gets to grips with another thirty pupils.

I ask you to seriously reconsider allocating a further 30 children to the school in 2010 which I feel will detract from both the pleasure and education of the children attending the school.

Consultation (Mandatory)

Name of consultee	Post held and Department	Date sent to consultee	Date received from consultee	Comments appear in report paragraph:
Internal				
Gary Redhead Tom Galvin		11.2.10		
Eirwen Dorkins	Lawyer Director of Legal Services	11.2.10		e.g. 5. Legal
e.g. Adele Taylor/ Dawn Calvert	Finance Officer/ Director of Finance	11.2.10		e.g. 4. Financial
Ian Gibb	Councillor Cabinet Member for: Children's Services	11.2.10		
External				
	A N Other voluntary organisation			
	Police etc			

Report History

Decision type:	Urgency item? No
EITHER: Key decision [state the date it was first entered into the Forward Plan OR Non-key decision OR For information (delete as applicable)	No (delete as applicable) [Yes if it is a general or special urgency key decision, which was not included in the Forward Plan with at least one months' notice] If yes, set out the reasons both why the item was not included and a decision cannot be deferred.

Report no.:	Report author and contact for queries:
	First and surname, job title: Eileen Lustig - Head of Admissions