

Scheme for Co-ordination of In-Year Admissions

Please note this is written to incorporate those own Admission Authority Schools who choose to continue co-ordination with the Local Authority

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Definitions

“the Home LA”	the LA in which the child is resident
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“own admission authority schools”	such as voluntary-aided church schools, foundation schools and academies, which are allowed by law to set their own admission arrangements and determine the order in which places are allocated at their schools

Section 1: Applications

1. Applications for London Borough of Ealing maintained schools and those own admission authorities who have opted in to continued in-year co-ordination, will be made on an Ealing In-Year Common Application Form. This will include all the fields and information specified in Schedule 1 of the main scheme. These will be supplemented by any additional fields and information which are deemed necessary by Ealing to enable the admission authorities in the LA area to apply their published oversubscription criteria. Ealing Council will process applications for Ealing community schools and those own admission authorities who have opted in. Those own admission authority schools who have not opted in may use the Ealing In-Year Common Application Form or provide their own in-year application form. They will accept an Ealing Common Application Form where the parent submits this to the school even if their school is the only preference. Where other schools are named, the own Admission Authority school will supply the LA with a copy.

2. The admission authorities within London Borough of Ealing will not use supplementary forms except where the information available through the In-Year Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within London Borough of Ealing, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria.

3. Where supplementary forms are used, they will be available from the school concerned and available on Ealing Council's website. Any supplementary forms must advise parents that they must also complete the LA's In-Year Common Application Form, or in the case of those own admission authority schools who have not opted in, the school's own in-year application form or the LA's In-Year Common Application Form. Ealing Council's Admissions composite prospectuses (brochures) available on the website will indicate which of Ealing's schools require supplementary forms to be completed and where they can be obtained.

4. Where an admission authority in London Borough of Ealing receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on the In-Year Common Application Form, or in the case of those own admission authority schools who have not opted in, the school's own in-year application form or the LA's In-Year Common Application Form.

5. Applicants will be able to express a preference for a maximum of three maintained schools or Academies on the In-Year Common Application Form.

6. The order of preference will not be revealed to schools within London Borough of Ealing.

7. Ealing Council will carry out address verification (as far as possible) for each application for community schools and those own admission authorities who have opted in. Those own admission authority schools who have not opted in, may be liable to a charge for distance measurements.

8. Ealing Council will check the status of any child where the application is based on the child being a looked after child or previously looked after child, when any in-year common application form is received; those own admission authority schools who have not opted in and receive direct applications must check the status.

Section 2: Processing

9. Applicants for London Borough of Ealing's Community schools or those own admission authority schools who have opted in, must submit online or complete and return an In-Year Common Application Form to Ealing Council; or if applying for a place at an own admission authority school who have not opted in, to the school directly on the school's own in-year application form.

10. Where an application is not fully completed, Ealing Council and / or the school will not treat the application as valid until all information is received. Help will be provided to parents/carers as needed and will be offered by the schools and the Council.

11. Those own admission authority schools who have not opted in must inform the LA of each direct application, and its outcome, and will aim to do so within 10 school days from receipt of the application

12. Ealing Council will accept applications from out of borough applicants on the Ealing In-Year Common Application Form and respond directly to the applicant, informing the

home Local Authority of each application and its outcome and will aim to do so within 10 school days from receipt of the application.

13. Each school within London Borough of Ealing will update the Local Authority with the numbers on roll and vacancies in each of its year groups weekly during term time.

Section 3: Offers

14. Where a child is eligible for a place at only one of the preference schools that school will be allocated to the child.

15. Where a child is eligible for a place at two or more of the nominated schools, the child will be allocated a place at the highest ranked preference available.

16. Where an unplaced Ealing resident child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest Ealing school or Academy with a vacancy.

17. Where no offer is possible for an applicant who has applied for community schools or to own admission authority schools who have opted in, a letter will be sent by Ealing Council to the applicant explaining the reasons for the refusal of admission where this applies, and of their right of appeal and how to access the appeal procedure.

18. Where no offer is possible for an applicant to any own admission authority schools who have not opted in, a letter will be sent by that school to the applicant explaining the reasons for the refusal of admission where this applies, and of their right of appeal and how to access the appeal procedure.

19. All schools will require proof of date of birth for each pupil applying for school place in order to satisfy themselves that the date of birth is correct, and where necessary, likewise require proof of address prior to placing the child on roll.

Section 4: Post-offer

20. Ealing Council and those own admission authority schools who have not opted in where a direct offer has been made, will request that parents accept or decline the offer of a place within 10 days.

21. Ealing Council and those own admission authority schools who have not opted in where a direct offer has been made will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Ealing Council and those own admission authority schools who have not opted in where a direct offer has been made, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority. Where the whereabouts and school place of a child resident at the time of application cannot be established, the admission authority will refer to the Children Missing Education lead.

22. Those own admission authority schools who have not opted in and are dealing with a direct application must inform the LA of the response to the offer and the date of admission.

Section 5: Waiting lists

23. London Borough of Ealing will maintain waiting lists for community schools in accordance with the published oversubscription criteria.

Each Foundation, VA, and Academy within London Borough of Ealing will maintain a waiting list in ranked order for each year group, and will, where agreed, share that list with London Borough of Ealing in order to minimise the need for communication.

24. Applicants who opt to stay on the waiting list for a higher ranked school, after a school place has been allocated, are indicating they prefer this/these school/schools to the school already allocated.

25. Applicants will continue on the waiting list for school(s) ranked higher on the In-Year Common Application Form than any school already offered, only when they confirm this on the Reply Slip.

26. Waiting lists for community schools and for those own admission authority schools agreeing to co-ordinate and agreeing this waiting list policy, will be cancelled at the end of July each year unless the application is less than 2 months old, the applicant is unplaced or has a sibling at the school, or the parent requests (in writing or email in July or August) to remain on the waiting list for the next academic year.