

Scheme for the coordination of in-year admissions

Ealing Council's published scheme for coordinating in-year admissions for all community schools and any own admission authority schools that choose to participate in the coordinated scheme.

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Section 1: Making applications

- Parents must apply using Ealing's in-year application form.
- The application form will include the information needed to process applications and apply published admission arrangements.
- Supplementary information forms will only be used where the information provided on the application form is not sufficient to apply a school's oversubscription criteria.
- Where a supplementary information form is required, it will be available from the school. Parents must also complete an in-year application form.
- Details of schools that require a supplementary information form will be published on the council's website.
- A supplementary information form on its own will not be treated as a valid application.
- Parents can express up to three preferences on the in-year application form.
- The order of preferences will not be shared with schools.

Section 2: Processing applications

- Applications will not be considered valid until all required information on the in-year application form has been provided. Support will be made available from schools and the council where needed.
- The council will verify the address and date of birth provided on the application wherever possible. Applications will not be delayed where this information cannot be verified.
- The council will verify the status of children applying under the looked after or previously looked after criterion.
- The council will accept applications from families living both inside and outside the borough.
- The council will notify the child's home local authority of applications received and their outcomes.
- The council will normally write to parents to confirm the outcome of their application within 10 school days of receiving a valid application and will always do so within 15 school days.
- Where a place cannot be offered at a preferred school, the council will write to the parent explaining the reason for refusal and providing information about the right of appeal.

Section 3: Offers

- Schools must provide the council with the number of pupils on roll and vacancies in each year group every Monday during term time.
- Schools must ensure that waiting lists are correct and ranked in accordance with the published admission arrangements every Tuesday during term time.
- The council will allocate places every Wednesday and issue offer letters to parents every Thursday during term time.
- Where a child is eligible for a place at only one preferred school, that school will be offered.
- Where a child is eligible for a place at more than one preferred school, the highest ranked preference will be offered.
- Where an unplaced Ealing resident child cannot be offered a place at any of their preferred schools, the council will offer a place at the nearest Ealing school with a vacancy, where one is available, within 20 school days.
- Schools will not contact families until a formal offer letter has been issued.

Section 4: After an offer has been made

- Parents will be asked to accept or decline an offer within 7 school days.
- The council will make reasonable attempts to contact parents before withdrawing an offer.
- An offer will only be withdrawn where the council has been unable to obtain a response and has sent a final warning letter providing an additional 5 school days to respond.
- Where the council cannot establish a child's whereabouts or whether they have a school place, the case will be referred to Children Missing Education (CME).
- Once a place has been accepted, schools must ask parents to provide evidence of the child's date of birth and address before admission. If false, misleading or fraudulent information has been provided and the child would not have been eligible for the place based on the correct information, the offer will be withdrawn.
- A start date is expected to be arranged within 10 school days of an accepted place.
- If a place is accepted but the child fails to attend within 20 school days after the place was offered, schools must follow their usual processes for non-attendance. This includes making a referral to CME where appropriate.
- Children are expected to start no later than 20 school days after a place has been offered. Schools may agree a later start date where the child is receiving suitable full-time education elsewhere.

Section 5: Waiting lists

- The council will maintain waiting lists for community schools in accordance with the community school's published oversubscription criteria.
- Own admission authority schools must maintain their waiting lists in accordance with the school's published oversubscription criteria.
- Children will remain on waiting lists for higher preference schools only where the parent confirms that they wish to do so.
- Waiting lists will be cleared at the end of July each year unless:
 - o the application was received after 1 June;
 - o the child does not have a school place;
 - o the child has a sibling attending the school; or
 - o the parent asks in writing to remain on the waiting list for the following academic year.