



## **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

### **Ealing Schemes for Co-ordination of Admissions to Year 7 (Year 10) and Reception (Junior) in Maintained Schools and Academies in 2027/28**

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## **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

### **Definitions used in the Schemes**

|                               |                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Common Application Form       | this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order                                                                                |
| eAdmissions portal            | the common online application system used by the 33 London LAs and Surrey County Council                                                                                                                                   |
| Home Borough                  | the borough in which the applicant/parent/carers is resident                                                                                                                                                               |
| LIAAG Address Protocol        | the document containing the address verification policy agreed by the London Inter Authority Admissions Group (LIAAG) and the policy of each participating council.                                                        |
| Local Admissions System (LAS) | the IT module for administering admissions in each council and for determining the highest offer both within and between participating boroughs                                                                            |
| Maintaining Council           | the council which maintains a school, or within whose area an academy is situated, for which a preference has been expressed                                                                                               |
| Prescribed Day                | the day on which outcome letters are sent to parents/carers. 1 March (secondary) and 16 April (primary) except that, in any year in which that day is not a working day, the prescribed day shall be the next working day. |
| Pan-London Register (PLR)     | the database which will sort and transmit application and outcome data between the LAS of each participating council.                                                                                                      |
| Pan-London Timetable          | the framework for processing applications and outcome data.                                                                                                                                                                |
| Participating Council         | any council that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Scheme presented here.                                                     |

## **PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM**

### **Ealing Scheme for Co-ordination of Admissions to Year 7 (Year10) 2027/28**

#### **Applications**

1. Ealing council will advise the home borough of their resident pupils on the roll of Ealing's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Ealing borough will be made on the council's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this scheme. These will be supplemented by any additional fields and information which are deemed necessary by Ealing council to enable the admission authorities in the area to apply their published oversubscription criteria.
3. Ealing council will take all reasonable steps to ensure that every parent/carer who is resident in the borough and has a child in their last year of primary education within a maintained school or academy, either in or outside the borough, is informed of how they can access Ealing's composite prospectus and apply online. Parents/carers who do not live in Ealing borough will have access to Ealing's composite prospectus, which will advise parents/carers to contact their home borough if they are unable to apply online.
4. The admission authorities within Ealing borough 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 the borough, the council will seek to ensure that these are used to collect information required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in Ealing borough, they will be available on Ealing council's website. Such forms will advise parents that they must also complete their home borough's Common Application Form. Ealing's composite prospectus and website will indicate which schools in Ealing require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Ealing borough receives a supplementary information form, Ealing council will not consider it to be a valid application unless the parent/carer has also listed the school on their home borough's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. Applicants will be able to express a preference for six maintained secondary schools or academies within and/or outside of Ealing.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Ealing. This is to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Ealing expresses a preference for schools in the area of another borough, the order of preference for that borough's schools will be revealed to that council 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 borough.

9. Ealing council undertakes to carry out the address verification process as set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Ealing council's primary school data and the further investigation of any discrepancy. Where Ealing council is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining council, it will advise the maintaining council no later than **10 December 2026**.
10. Ealing council will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining council in respect of a preference for a school in its area by **13 November 2026**.
11. Ealing council will advise a maintaining council of the reason for any application which is made in respect of a child resident in Ealing borough to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining council by **13 November 2026**.

## **Processing**

12. Applicants' resident within Ealing borough must return the Common Application Form, which will be available and able to be submitted online, to Ealing council by **31 October 2026**.
13. Application data relating to all preferences for schools in the area of a participating council, which have been expressed within the terms of Ealing council's scheme, will be uploaded to the PLR by **13 November 2026**. Supplementary information provided with the Common Application Form will be sent to maintaining councils by the same date.
14. Ealing council will ensure that the admission authorities within the borough process the preference data and apply the published oversubscription criteria by **23 January 2027** to comply with the framework of the Pan-London timetable in Schedule 3A.
15. Ealing council will accept late applications only if they are late for a good reason, deciding each case on its own merits. The latest date for receipt of such applications from parents/carers is **7 December 2026**.
16. Where such applications contain preferences for schools in other boroughs, Ealing council will forward the details to maintaining councils via the PLR as they are received. Ealing council will accept late applications which are considered to be on time within the terms of the home borough'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 borough's scheme is **10 December 2026**.
18. Where an applicant moves from one participating borough to another after submitting an on-time application under the terms of the former home borough's scheme, the new home borough will accept the application as on-time up to **7 December 2026**, on the basis that an on-time application already exists within the Pan-London system.

19. Ealing council will participate in the application data checking exercise scheduled between **11 December 2026 and 4 January 2027** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Ealing will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Ealing borough have ranked applicants in criteria order, Ealing council 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.
21. Ealing council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Ealing council's area before uploading data to the PLR.
22. Ealing council will upload the highest potential offer available to an applicant for a maintained school or academy in Ealing to the PLR by **29 January 2027**. The PLR will transmit the highest potential offer specified by the maintaining council to the home borough.
23. The LAS of Ealing council will eliminate, as the home borough, all but the highest ranked offer where an applicant has more than one potential offer across maintaining councils, 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 **12 February 2027**. Where a management decision is made that additional iterations are necessary, these will continue no later than **18 February 2027**.
24. Ealing council will not make an additional offer between the end of the iterative process and **1 March 2027** which may impact on an offer being made by another participating council.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Ealing, Ealing council will attempt to manually resolve the allocation to correct the error. Where this impacts on another borough (either as a home or maintaining council) Ealing council will liaise with that council to attempt to resolve the correct offer and any multiple offers which might occur. However, if another borough is unable to resolve a multiple offer, or if the impact is too far reaching, Ealing council will accept that the applicant(s) affected might receive a multiple offer.
26. Ealing council will participate in the offer data checking exercise scheduled between **16 (19) February and 24 February 2027** in the Pan-London timetable in Schedule 3A.
27. Ealing council will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2027**.
28. The file should additionally contain offers to late applicants who can be offered a place on **1 March 2027**. The home borough are required to make those offers, but they are not included in the report of ontime outcomes generated from the LAS.

## Offers

29. Ealing council will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. In such cases a place will be allocated at the school nearest to the home address with an available place.
30. Ealing council 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 or outside of the borough.
31. Ealing council's outcome letter will include the information set out in Schedule 2.
32. On **1 March 2027**, Ealing council will send notification of the outcome to resident applicants by email or first-class post.
33. Ealing council will enable primary schools to view destination data of its resident applicants from **2 March 2027**.

## Post Offer

34. Ealing council will continue to coordinate admissions until **31 August 2027**. Any new or additional applications made after **1 March 2027** must be sent to the Home LA up to **31 August 2027**. Home LAs must pass late preferences to Maintaining LAs without delay. The eAdmissions website remains open until **Wednesday 18 August 2027**.
35. Ealing council will request that resident applicants accept or decline the offer of a place by 15 March 2027, or within two weeks of the date of any subsequent offer.
36. Where an applicant resident in Ealing borough accepts or declines a place in a school within the area of another council by **15 March 2027**, Ealing council will forward the information to the maintaining council by **22 March 2027**. Where such information is received from applicants after **15 March 2027**, Ealing council will pass it to the maintaining council as it is received.
37. Where a place becomes available in an oversubscribed maintained school or academy in Ealing council's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
38. When acting as a maintaining council, Ealing council will place an applicant resident in the area of another borough on a waiting list of any higher preference school in Ealing council's area.
39. Where a waiting list is maintained by an admission authority of a maintained school or academy in Ealing council's area, the admission authority will inform Ealing council of a potential offer, in order that the offer may be made by the home borough.
40. When acting as a maintaining council, Ealing council will inform the home borough, where different, of an offer for a maintained school or Academy in Ealing council's area which can be made to an applicant resident in the home borough's area, in order that the home borough can offer the place.

41. When acting as a maintaining council, Ealing council and the admission authorities within it, will not inform an applicant resident in another borough that a place can be offered.
42. When acting as a home borough, Ealing council will offer a place at a maintained school or academy in the area of another borough to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
43. When acting as a home borough, when Ealing council is informed by a maintaining council of an offer which can be made to an applicant resident in Ealing council's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining council that the offer will not be made.
44. When acting as a home borough, when Ealing council has agreed to a change of preferences or preference order, it will inform any maintaining council affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
45. When acting as a maintaining council, Ealing council will inform the home borough, where different, of any change to an applicant's offer status as soon as it occurs.
46. When acting as a maintaining council, Ealing council will accept a change of preferences or preference order (including reinstated or additional preferences) from the home borough for maintained schools and academies in its area.
47. Ealing council, when acting as a maintaining council, will place applicants on the waiting list from the home borough for maintained schools and academies in its area as and when they are received after National Offer Day.
48. Ealing council, when acting as a home borough, will follow the timetable published in the 2027/28 composite prospectus for the offer of places which become available after National Offer Day.
49. Ealing council, when acting as a home borough, will allow applicants to express a preference for additional schools above the maximum of six maintained secondary schools or academies within and/or outside the borough before the start of the school term.

## **PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM**

### **Ealing Scheme for Co-ordination of Admissions to Reception (Junior) 2027/28**

#### **Applications**

1. Applications from residents of Ealing borough will be made on the council's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this scheme. These will be supplemented by any additional fields and information which are deemed necessary by Ealing council to enable the admission authorities in the area to apply their published oversubscription criteria.
2. Ealing council will take all reasonable steps to ensure that every parent/carers who is resident in the borough and has a child in a nursery class within a maintained school or academy, either in or outside the borough, is informed of how they can access Ealing's composite prospectus and apply online. Parents/carers who do not live in Ealing borough will have access to Ealing's composite prospectus, which will advise parents/carers to contact their home borough if they are unable to apply online.
3. The admission authorities within Ealing borough 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 the borough, the council will seek to ensure that these are used to collect information required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in Ealing borough, they will be available on Ealing council's website. Such forms will advise parents that they must also complete their home borough's Common Application Form. Ealing's composite prospectus and website will indicate which schools in Ealing require supplementary forms to be completed and where they can be obtained.
5. Where an admission authority in Ealing borough receives a supplementary information form, Ealing council will not consider it to be a valid application unless the parent/carers has also listed the school on their home borough's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for six maintained primary schools or academies within and/or outside of Ealing.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Ealing. This is to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Ealing expresses a preference for schools in the area of another borough, the order of preference for that borough's schools will be revealed to that council 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 borough.

8. Ealing council undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Ealing council's maintained nursery and primary school data and the further investigation of any discrepancy. Where Ealing council is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining council, it will advise the maintaining council no later than **11 February 2027**.
9. Ealing council will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining council in respect of a preference for a school in its area by **5 February 2027**.
10. Ealing council will advise a maintaining council of the reason for any application which is made in respect of a child resident in Ealing borough to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining council by **5 February 2027**.

### **Processing**

11. Applicants' resident within Ealing borough must return the Common Application Form, which will be available and able to be submitted online, to Ealing council by **15 January 2027**.
12. Application data relating to all preferences for schools in the area of a participating council, which have been expressed within the terms of this scheme, will be uploaded to the PLR by **5 February 2027**. Supplementary information provided with the Common Application Form will be sent to maintaining councils by the same date.
13. Ealing council will ensure that the admission authorities within the borough process the preference data and apply the published oversubscription criteria by **12 March 2027** to comply with the framework of the Pan-London timetable in Schedule 3B.
14. Ealing council will accept late applications only if they are late for a good reason, deciding each case on its own merits. The latest date for receipt of such applications from parents/carers is **11 February 2027**.
15. Where such applications contain preferences for schools in other boroughs, Ealing council will forward the details to maintaining councils via the PLR as they are received. Ealing council will accept late applications which are considered to be on time within the terms of the home borough's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be ontime within the terms of the home borough's scheme is **12 February 2027**.
17. Where an applicant moves from one participating borough to another after submitting an ontime application under the terms of the former home borough's scheme, the new home borough will accept the application as ontime up to **12 February 2027**, on the basis that an on-time application already exists within the Pan-London system.
18. Ealing council will participate in the application data checking exercise scheduled between **15 and 22 February 2027** in the Pan-London timetable in Schedule 3B.

19. All preferences for schools within Ealing will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Ealing borough have ranked applicants in criteria order, Ealing council 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.
20. Ealing council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Ealing council's area before uploading data to the PLR.
21. Ealing council will upload the highest potential offer available to an applicant for a maintained school or academy in Ealing to the PLR by **17 March 2027**. The PLR will transmit the highest potential offer specified by the maintaining council to the home borough.
22. The LAS of Ealing council will eliminate, as the home borough, all but the highest ranked offer where an applicant has more than one potential offer across maintaining councils, 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 **22 March 2027 for Junior and 24 March 2027 for Reception**. Where a management decision is made that additional iterations are necessary, these will continue no later than **24 March 2027 for Junior and 25 March 2027 for Reception**.
23. Ealing council will not make an additional offer between the end of the iterative process and the **16 April 2027** which may impact on an offer being made by another participating council.
24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Ealing, Ealing council will attempt to manually resolve the allocation to correct the error. Where this impacts on another borough (either as a home or maintaining council) Ealing council will liaise with that council to attempt to resolve the correct offer and any multiple offers which might occur. However, if another borough is unable to resolve a multiple offer, or if the impact is too far reaching, Ealing council will accept that the applicant(s) affected might receive a multiple offer.
25. Ealing council will participate in the offer data checking exercise scheduled between **25 (30) March and 8 April 2027** in the Pan-London timetable in Schedule 3B.
26. Ealing council will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2027**.
27. The file should additionally contain offers to late applicants who can be offered a place on **16 April 2027**. The home borough are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

## Offers

28. Ealing council will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. In such cases a place will be allocated at the school nearest to the home address with an available place.
29. Ealing council 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 or outside of the borough.
30. Ealing council's outcome letter will include the information set out in Schedule 2.
31. Ealing council will, on **16 April 2027**, send notification of the outcome to resident applicants by email or first-class post.
32. Ealing council will enable primary schools to view destination data of its resident applicants from **17 April 2027**.

## Post Offer

33. Ealing council will continue to coordinate admissions until **31 August 2027**. Any new or additional applications made after **16 April 2027** must be sent to the Home LA up to **31 August 2027**. Home LAs must pass late preferences to Maintaining LAs without delay. The eAdmissions website remains open until **Wednesday 18 August 2027**.
34. Ealing council will request that resident applicants accept or decline the offer of a place by **30 April 2027**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident in Ealing council accepts or declines a place in a school maintained by another borough by **30 April 2027**, Ealing council will forward the information to the maintaining council by **6 May 2027**. Where such information is received from applicants after **30 April 2027**, Ealing council will pass it to the maintaining council as it is received.
36. Where a place becomes available in an oversubscribed maintained school or academy in Ealing council's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
37. When acting as a maintaining council, Ealing council will place an applicant resident in the area of another borough on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
38. Where a waiting list is maintained by an admission authority of a maintained school or academy in Ealing council's area, the admission authority will inform Ealing council of a potential offer, in order that the offer may be made by the home borough.
39. When acting as a maintaining council, Ealing council will inform the home borough, where different, of an offer for a maintained school or academy in Ealing council's area which can be made to an applicant resident in the home borough's area, in order that the home borough can offer the place.

40. When acting as a maintaining council, Ealing council and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
41. When acting as a home borough, Ealing council 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.
42. When acting as a home borough, when Ealing council is informed by a maintaining council of an offer which can be made to an applicant resident in Ealing council's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining council that the offer will not be made.
43. When acting as a home borough, when Ealing council has agreed to a change of preferences or preference order, it will inform any maintaining council affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
44. When acting as a maintaining council, Ealing council will inform the home borough, where different, of any change to an applicant's offer status as soon as it occurs.
45. When acting as a maintaining council, Ealing council will accept a change of preferences or preference order (including reinstated or additional preferences) from the home borough for maintained schools and academies in its area.
46. Ealing council, when acting as a maintaining council, will place applicants on the waiting list from the home borough for maintained schools and academies in its area as and when they are received after National Offer Day.
47. Ealing council, when acting as a home borough, will follow the timetable published in the 2027/28 composite prospectus for the offer of places which become available after National Offer Day.
48. Ealing council, when acting as a home borough, will allow applicants to express a preference for additional schools above the maximum of six maintained primary schools or academies within and/or outside the borough before the start of the school term.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year 7 (Year 10)  
and Reception (Junior) in 2027/28**

**Child's details:**

Surname  
Forename(s)  
Middle name(s)  
Date of Birth  
Sex  
Home address  
Name of current school  
Address of current school (if outside home borough)

**Parent's details:**

Title  
Surname  
Forename  
Address (if different to child's 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 child have an Education, Health and Care Plan Y/N  
Is the child a 'Child Looked After (CLA)'? Y/N  
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order' or  
'Special Guardianship Order'? Y/N  
If yes, name of responsible local authority  
Surname of sibling  
Forename of sibling  
DOB of sibling  
Sex of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
**SCHEDULE 2**

**Template Outcome Letter for Admissions to Year 7 (Year 10) and Reception (Junior)  
2027/28**

From: Home borough

Date: **1 March 2027 (sec)**  
**16 April 2027 (prim)**

Dear Parent/Carer,

Application for a Secondary / Primary School

*I am writing to let you know the outcome of your application for a secondary/primary 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 higher preference 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.*

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

*Please return the reply slip to me by **15 March 2027 (sec)** / **30 April 2027 (prim)**.*

Yours sincerely

*(First preference offer letters to include the paragraphs in italics only).*

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

**Timetable for Admissions to Year 7 (Year 10) in September 2027**

| <b>Date &amp; working days</b>                                | <b>Process</b>                                                                                      |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Sat 31 Oct 2026</b><br><i>10 days</i>                      | Statutory deadline for receipt of applications                                                      |
| <b>Fri 13 Nov 2026</b><br><i>20 days</i>                      | Deadline for the transfer of application information by the Home LA to the PLR (ADT file).          |
| <b>Mon 7 Dec 2026 *</b>                                       | Deadline for receipt of late applications considered as “on-time” by parents to Home LA.            |
| <b>Thurs 10 Dec 2026</b>                                      | Deadline for the upload of late applications considered as “on-time” to the PLR.                    |
| <b>Fri 11 Dec 2026 –<br/>Mon 4 Jan 2027</b>                   | Checking of application data                                                                        |
| <b>14 December 2026<br/>to Thursday 28<br/>January 2027</b>   | Ranking of applications, checking of ranked lists and local allocation of school places             |
| <b>Fri 29 Jan 2027</b><br><i>10 days</i>                      | Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file) |
| <b>Fri 12 Feb 2027</b>                                        | Final ALT file to PLR**                                                                             |
| <b>Mon 15 to Thurs 18<br/>Feb 2027</b>                        | **Additional iterations if needed                                                                   |
| <b>Mon 15 to Fri 19 Feb<br/>2027</b>                          | <i>Half Term</i>                                                                                    |
| <b>Mon 15 (Fri 19) –<br/>Wed 24 Feb 2027</b><br><i>6 days</i> | Checking of offer data                                                                              |
| <b>Thurs 25 Feb 2027</b><br><i>2 days</i>                     | Deadline for on-line ALT file to portal                                                             |
| <b>Mon 1 Mar 2027</b><br><i>10 days</i>                       | Offer notifications sent.                                                                           |
| <b>Mon 15 Mar 2027</b><br><i>5 days</i>                       | Deadline for acceptances                                                                            |
| <b>Mon 22 Mar 2027</b>                                        | Deadline for transfer of acceptances to maintaining LAs                                             |
| <b>Tuesday 31 August<br/>2027</b>                             | Last day for co-ordination of 2027 applications by the Home LA                                      |

**\*7 December is the agreed date by LIAAG November 2023**

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

**Timetable for Admissions to Reception (Junior) in September 2027**

| <b>Date &amp; working days</b>                                                | <b>Process</b>                                                                                           |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Fri 15 Jan 2027</b><br><i>15 days</i>                                      | Statutory deadline for receipt of applications                                                           |
| <b>Fri 5 Feb 2027</b><br><i>5 days</i>                                        | Deadline for the transfer of application information by the Home LA to the PLR (ADT file)                |
| <b>Thurs 11 Feb 2027</b>                                                      | Deadline for receipt of late applications considered as “on-time” by parents to Home LA.                 |
| <b>Fri 12 Feb 2027</b>                                                        | Deadline for the upload of late applications considered as “on-time” to the PLR.                         |
| <b>Mon 15 – Mon 22 Feb 2027</b>                                               | Checking of application data                                                                             |
| <b>Mon 15 to Fri 19 Feb 2027</b>                                              | <i>Half Term</i>                                                                                         |
| <b>February 2027 to Tuesday 16 March (exact dates to be determined by LA)</b> | Ranking of applications, checking of ranked lists and local allocation of school places                  |
| <b>Wed 17 Mar 2027</b><br><i>6 days</i>                                       | Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file). |
| <b>Mon 22 Mar 2027</b><br><b>Wed 24 Mar 2027</b>                              | Final ALT file to PLR for Junior*<br>Final ALT file for Reception**                                      |
| <b>Tue 23 &amp; Wed 24 Mar</b><br><b>Thurs 25 Mar 2027</b>                    | *Additional iterations for Junior if needed<br>**Additional iterations for Reception if needed           |
| <b>Thurs 25 (30) Mar – Thurs 8 Apr 2027</b>                                   | Checking of offer data                                                                                   |
| <b>Fri 26 Mar to Fri 9 April</b>                                              | <i>Easter Holidays</i>                                                                                   |
| <b>Tues 13 Apr 2027</b>                                                       | Deadline for on-line ALT file to portal                                                                  |
| <b>Fri 16 April 2027</b><br><i>10 days</i>                                    | Offer notifications sent.                                                                                |
| <b>Fri 30 Apr 2027</b><br><i>5 days</i>                                       | Deadline for acceptances                                                                                 |
| <b>Thurs 6 May 2027</b>                                                       | Deadline for transfer of acceptances to maintaining LAs                                                  |
| <b>Tuesday 31 August 2027</b>                                                 | Last day for co-ordination of 2027 applications by the Home LA                                           |

**Easter Weekend 2027 – Friday 26 March to Monday 29 March**