

CO-ORDINATED SECONDARY ADMISSIONS SCHEME FOR  
SECONDARY SCHOOLS IN THE AREA OF  
REDBRIDGE LOCAL AUTHORITY

2022-2023

## Introduction

This Scheme has been produced in accordance with the Template Scheme for the Co-ordination of Admissions agreed for use across London. It contains technical terms relating to Admissions Procedures and the following glossary is provided to explain these terms and provide some background to them.

## Glossary

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic 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 express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible

“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“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 London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“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 primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers.  <b>1 March</b> 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 sort and transmit application and outcome data between the LAS of each participating LA
"the Pan-London Timetable"	the framework for processing of application and outcome 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 in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### London Borough of Redbridge Scheme for Co-ordination of Secondary Admissions to Year 7 in 2022/23

#### Applications

1. Redbridge LA will advise home LAs of their resident pupils on the roll of Redbridge LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Redbridge 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 Redbridge LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Redbridge LA will take all reasonable steps to ensure that every parent/carer who is resident in Redbridge LA and has a child in their last year of primary education within a maintained school or academy, either in Redbridge LA or any other maintaining LA, is informed how they can access Redbridge LA's composite prospectus and apply online. Parents/carers who do not live in Redbridge LA will have access to Redbridge LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Redbridge 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 Redbridge LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Redbridge LA, they will be available on Redbridge LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Redbridge LA's composite prospectus and website will indicate which schools in Redbridge LA require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Redbridge LA receives a supplementary information form, Redbridge 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 2.3 of the School Admissions Code 2014.
7. Applicants will be able to express a preference for six maintained secondary 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 Redbridge LA. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Redbridge 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. Redbridge LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Redbridge LA's primary school data and the further investigation of any discrepancy. Where Redbridge 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 **11 December 2021**.
10. Redbridge LA 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 LA in respect of a preference for a school in its area by **12 November 2021**.
11. Redbridge LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Redbridge LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2021**.

## Processing

12. Applicants resident within Redbridge LA must return the Common Application Form, which will be available and able to be submitted on-line, to Redbridge LA by **31 October 2021**. However, Redbridge LA will publish information which encourages applicants to submit their application by **22 October 2021 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Redbridge LA's scheme, will be up-loaded to the PLR by **12 November 2021**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. The Redbridge timetable for the processing of application data and the application of admission criteria is as follows:

By **3 December 2021** the Secondary Admissions Team will send the Redbridge schools that are their own admission authorities, details of the children who have expressed a preference for their school. Access will be given to schools to view preference lists via SAM.

By **7 January 2022**, the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Secondary Admissions Team with a list of those applicants ranked according to the school's oversubscription criteria, viewable via Synergy.

By **25 February 2022**, the Secondary Admissions Team will inform its secondary schools of the pupils to be allocated places, viewable via SAM for Primary Schools.

On **1 March 2022**, the Secondary Admissions Team will send emails of allocation to parents, including all the fields as specified on the draft notification, as in Schedule 2.
15. Redbridge LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of residence, as defined in the agreed admissions arrangements, will be required in these cases). Other exceptional circumstances, submitted in writing will be considered and each case decided on its own merits by the Operational Director - Education and Inclusion.
16. Where such applications contain preferences for schools in other LAs, Redbridge LA will forward the details to maintaining LAs via the PLR as they are received. Redbridge 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 **10 December 2021**.

18. 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 **9 December 2021**, on the basis that an on-time application already exists within the Pan-London system.
19. Redbridge LA will participate in the application data checking exercise scheduled between **13 December 2021 and 4 January 2022** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Redbridge LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Redbridge LA have provided a list of applicants in criteria order to Redbridge LA, Redbridge 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.
21. Redbridge LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in the Redbridge LA's area, before uploading data to the PLR.
22. Redbridge LA will upload the highest potential offer available to an applicant for a maintained school or academy in Redbridge LA to the PLR by **31 January 2022**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Redbridge 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 **11 February 2022** if this is sooner.
24. Redbridge LA will not make an additional offer between the end of the iterative process and **1 March 2022** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Redbridge LA, Redbridge 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) Redbridge 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, Redbridge LA will accept that the applicant(s) affected might receive a multiple offer.

26. Redbridge LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2022** in the Pan-London timetable in Schedule 3A.
27. Redbridge LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2022**. (33 London LAs & Surrey LA only)

## Offers

28. Redbridge LA 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 2014. This will be in accordance with the agreed admission criteria.
29. Redbridge 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.
30. Redbridge LA's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2022**, Redbridge LA will send by email notification of the outcome to resident applicants.
32. Redbridge LA will provide primary schools with destination data of its resident applicants by the end of the **Summer term 2022**.

## Post Offer

33. Redbridge LA will request that resident applicants accept or decline the offer of a place by **15 March 2022**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Redbridge LA accepts or declines a place in a school within the area of another LA by **15 March 2022**, Redbridge LA will forward the information to the maintaining LA by **22 March 2022**. Where such information is received from applicants after **15 March 2022**, this LA will pass it to the maintaining LA as it is received.

35. Where a place becomes available in an oversubscribed maintained school or academy in Redbridge LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Redbridge LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Redbridge LA's area, the admission authority will inform Redbridge LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Redbridge LA will inform the home LA, where different, of an offer for a maintained school or Academy in Redbridge 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.
39. When acting as a maintaining LA, Redbridge LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, Redbridge 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.
41. When acting as a home LA, when Redbridge LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Redbridge 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.
42. When acting as a home LA, when Redbridge LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, Redbridge LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, Redbridge LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

45. Where necessary, all Redbridge maintained schools will hold a waiting list of applicants. The waiting lists will be maintained by some own admission authority schools themselves, with community schools' waiting lists maintained by the Secondary Admissions Team. Children must be ranked in accordance with the published oversubscription criteria.
  
46. Where a place becomes available in an oversubscribed maintained school or academy in Redbridge LA's area after National Offer Day, paragraph 34 shall apply. Such allocations will be carried out on a weekly basis following the deadline for applicants to accept or decline the offer on **16 March 2022**, commencing **30 March 2022**.
  
47. When acting as a home LA, after preferences expressed in accordance with paragraph 7 have been determined by Redbridge LA, applicants may express additional preferences, up to a maximum of six preferences, before the start of the school term.

## SCHEDULE 1

This Redbridge Common Application Form will contain the following fields as a minimum:

### **Applicant's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of primary school

Address of primary school (if outside home LA)

### **Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

E-mail address

Relationship to child

### **Preference details (x 6 recommended):**

Name of secondary school

Address of secondary school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social needs)

Does the child have an education, Health and Care Plan? Y/N (N.B. No details of a pupil with an EHC Plan will be sent via the Pan-London Register)

Is the child a 'Child Looked After' (CLA)? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangement Order' or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

Date of Birth of sibling

Gender of sibling

Name of school sibling attends

**Other:**

Signature of parent or guardian

Date of signature

## SCHEDULE 2

### Outcome Letter for Admission to Year 7 in 2022/23

From: Home LEA

Date: 1 March 2022

Dear Parent/Carer,

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 had 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 Redbridge are attached to this letter. If the school is outside the borough of Redbridge, the admission authority will either be the borough in which the school is situated, or the school itself.

You have a 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 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 must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

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 2022**. If you have any questions about this letter, please contact me on \_\_\_\_\_.

Yours sincerely

***(first preference offer letters should include the paragraphs in italics only)***

## SCHEDULE 3

### Timetable for Admissions to Year 7 in 2022/23

Sun 31 Oct 2021	Statutory deadline for receipt of applications
Fri 12 Nov 2021	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 10 Dec 2021	Deadline for the upload of late applications to the PLR.
Tues 14 Dec 2021	Checking of application data
Mon 20 Dec 2021	Ranking applications
Mon 31 Jan 2022	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 11 Feb 2022	Final ALT file to PLR
Mon 14 – Tues 22 Feb 2022	Checking of offer data
Weds 23 Feb 2022	Deadline for on-line ALT file to portal
Tues 1 Mar 2022	Offer letters emailed
Tues 15 Mar 2022	Deadline for return of acceptances
Tues 22 Mar 2022	Deadline for transfer of acceptances to maintaining LAs