



LONDON BOROUGH OF ENFIELD

SCHOOLS AND CHILDREN'S SERVICES

Determined School Admission Arrangements 2020-21

The Local Authority (LA) has now determined the admission arrangements for primary and secondary schools. The agreed admission criteria for both primary and secondary schools, as well as the schemes of co-ordination, are detailed in this document.

If you have any queries about the arrangements, or wish to discuss the content further, please contact Jo Fear, Head of Service, at the following address:

Head of Admissions Service
PO Box 56
Civic Centre
Silver Street
Enfield
EN1 3XQ
Telephone 0208 379 5501
Email: enfield.school.admission@enfield.gov.uk

Objections

Any person or body who considers that any maintained school or Academy's arrangements are unlawful or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator. Further information about how to make an objection is available from the GOV.UK website. Objections must be referred by 15th May 2019



LONDON BOROUGH OF ENFIELD
SCHOOLS AND CHILDREN'S SERVICES

**Oversubscription Criteria for Admission to Community Schools in
Enfield, 2020/21**

Community Schools Oversubscription Criteria.

1 Oversubscription Criteria used to Allocate Places at Community Nursery Classes attached to Primary and Infant Schools.

1.1 The following criteria are used to decide which children should be offered places when there are more children wanting to go to the nursery than there are places available. The criteria are in order of priority.

a. Looked after or previously looked after children who are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

A “looked after child” is a child who is either in the care of a local authority or is being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with Section 22 of the Children Act 1989.

b. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child’s medical need and the school requested.

c. Children with a brother or sister who are already on the roll of the school who will still be attending the school or linked school at the time of proposed admission. The children concerned must be living at the same address. See note below for the definition of sibling and action taken in relation to fraud.

d. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

e. Children genuinely resident within the school’s designated priority zone (see below)

f. Children living nearest to the school measured as the crow flies, that is, in a straight line from the child’s home to the main entrance of the school. (Travel by private car or public transport will not be taken into account.)

- all distances will be calculated by our admissions IT system using ADDRESS-BASE PREMIUM®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each

ADDRESS-BASE PREMIUM ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

- When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living closest to the school, measured as in e, above.
- The Local Authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. The term “sibling” means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.

Please note:-

- (i) Children who have a Statement of Special Educational Needs or Education Health Care Plan will be offered a place at a school if it is named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

1.2 The following schools have priority zones (the roads covered are shown on the maps later in this document):

Brettenham Primary School	Chase Side Primary School	Lavender Primary School
Becket Road	Aragon Close	Ash Ride
Cameron Close	East Lodge Lane	Beech Avenue
Cavendish Close	Enders Close	Beggars Hollow
Cavendish Road	Farorna Walk	Burnt Farm Ride
Cheshire House	Hadley Road	Cattlegate Road
Craig Park Road	Harefield Close	Clay Hill Nos. 180 up &
Daniel Close	High Oaks	Nos. 181 up
Dodsley Place	Hunters Way	Cypress Avenue
Ellanby Crescent	Lavender Hill, 200 up	Flash Lane
Hereford House	Mount View	Golf Ride
Jeremy’s Green	Oak Avenue	Rosewood Drive
Leicester House	Ridge Crest	Rosendale Close
Montagu Crescent	Roundhedge Way	Strayfield Road
Montagu Gardens	Spring Court Road	Theobalds Park Road
Montagu Road 1-237&	The Ridgeway, odd	Tingeys Top Lane
2 - 226	numbers from 191, even	Whitewebbs Road
Rays Avenue	numbers from 82 up	Wroxham Gardens
Rays Road	William Covell Close	
Second Avenue, N18		
Shropshire House		
Swaythling Close		

Fleecefield Primary School

Brook Crescent
Brookfield Road
Brookside Road
Felixstowe Road
Fraser Road
Grilse Close
Parr Close

Raynham Primary School

Albany Road, N18
Culpepper Close
Dysons Road
Genista Road
Kimberley Road
Ladysmith Road, N18
Leopold Road
Willoughby Lane Nos 179
–209

- 1.3 Parents are invited to nominate a preference for two community nursery classes and will make this application through the schools or LA. If the event of oversubscription, the published criteria will be used to determine priority for admission. Voluntary aided schools and foundation schools will take their own applications directly.

It is important to note that attendance in the nursery class of an infant or primary school does not guarantee admission to the school concerned. A separate application must be made for admission to the reception year group.

2 Oversubscription Criteria used to Allocate Places at Primary, Infant and Junior Schools

- 2.1.1 The following criteria are used to decide which children should be offered places when there are more children wanting to go to the school than there are places available. The criteria are in order of priority.
- a. Looked after or previously looked after children who are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
A “looked after child” is a child who is either in the care of a local authority or is being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with Section 22 of the Children Act 1989.
 - b. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child’s medical need and the school requested.
 - c. Children with a brother or sister who are already on the roll of the school who will still be attending the school or linked school at the time of proposed admission. The children concerned must be living at the same address. See note below for the definition of sibling and action taken in relation to fraud.
 - d. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

e. Children genuinely resident within the school's designated priority zone, see below.

f. Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school. (Travel by private car or public transport will not be taken into account.)

- All distances will be calculated by our admissions IT system using ADDRESS-BASE PREMIUM ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE PREMIUM ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.
- When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living closest to the school, measured as in e, above.
- The Local Authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.
- If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the community school will be asked to go over their published admission number to support the family. These children will be deemed as "excepted" pupils under infant class size legislation.

2.1.2 The Local Authority may exceptionally direct schools to admit children in excess of the admission number or above other children on a school's reserve list in order to fulfil its statutory responsibilities or to comply with decisions taken by the LA's Primary Inclusion Panel.

2.1.3 Parents can request that their child can start in a reception class later than other children. This is possible and parents can request that the date their child starts school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents may also request that their child takes up the place part time until the child reaches statutory school age. Parents should discuss this with the school concerned.

2.1.4 Parents can ask that their child's entry to primary school is delayed and he or she be allowed to start school outside of the chronological year group. Such requests will be considered on a case by case basis. Please see www.enfield.gov.uk/admissions for further information.

2.1.5 Please note:-

(i) Children who have a Statement of Special Educational Needs will be offered a place at a school if it is named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

(ii) in the case of infant to junior school transfer, priority is automatically given to children who are registered pupils at the link infant school before any other children are considered for admission in accordance with the criteria;

(iii) in the case of all age schools admitting both primary and secondary age children, a sibling link will be in place if the child concerned has a brother or sister attending the primary or secondary phase at the time of admission.

(iv) Tottenhall Infants School, Tottenhall Road, N13 is a community infant school, and is the feeder school for St Michael-at-Bowes C.E. Junior School, Tottenhall Road, N13. St Michael-at-Bowes C.E. Junior School is a Voluntary Aided School. There is no linked community junior school to Tottenhall Infants School.

St Michael-at-Bowes C.E. Junior School has its own criteria for admission. A child attending Tottenhall Infants School is **not** guaranteed a place at St Michael-at-Bowes Junior School. Therefore:

(a) if a child is not offered a place at St Michael-at-Bowes Junior School,

Or

(b) a place is not wanted at St Michael-at-Bowes Junior School, a place will be offered to the child the nearest school with a vacancy.

2.1.6 The following schools have priority zones (the roads covered are shown on the following maps):

Brettenham Primary

Becket Road
Cameron Close
Cavendish Close
Cavendish Road
Cheshire House
Craig Park Road
Daniel Close
Dodsley Place
Ellanby Crescent
Hereford House
Jeremy's Green
Leicester House
Montagu Crescent
Montagu Gardens
Montagu Road 1-237 &
2 - 226
Rays Avenue
Rays Road
Second Avenue, N18
Shropshire House
Swaythling Close

Chase Side Primary School

Aragon Close
East Lodge Lane
Enders Close
Farorna Walk
Hadley Road
Harefield Close
High Oaks
Hunters Way
Lavender Hill, 200 up
Mount View
Oak Avenue
Ridge Crest
Roundhedge Way
Spring Court Road
The Ridgeway, odd numbers
from 191, even numbers from
82 up
William Covell Close

Fleecefield Primary School

Brook Crescent
Brookfield Road
Brookside Road
Felixstowe Road

Lavender Primary School

Ash Ride
Beech Avenue
Beggars Hollow
Burnt Farm Ride
Cattlegate Road
Clay Hill Nos. 180 up & Nos.
181 up
Cypress Avenue
Flash Lane
Golf Ride
Rosewood Drive
Rossendale Close
Strayfield Road
Theobalds Park Road
Tingeys Top Lane
Whitewebbs Road
Wroxham Gardens

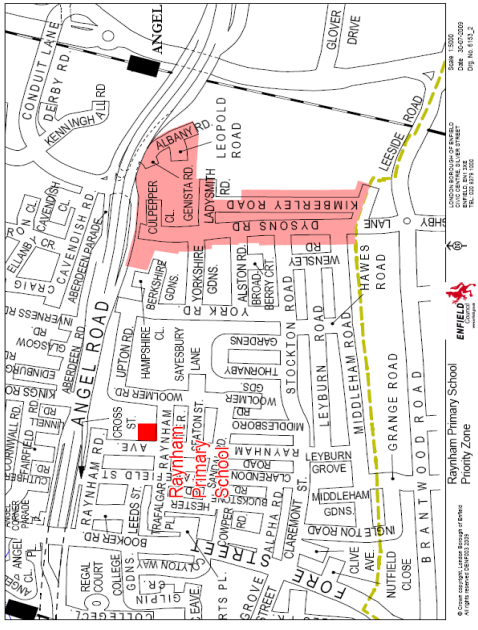
Raynham Primary School

Albany Road, N18
Culpepper Close
Dysons Road
Genista Road
Kimberley Road

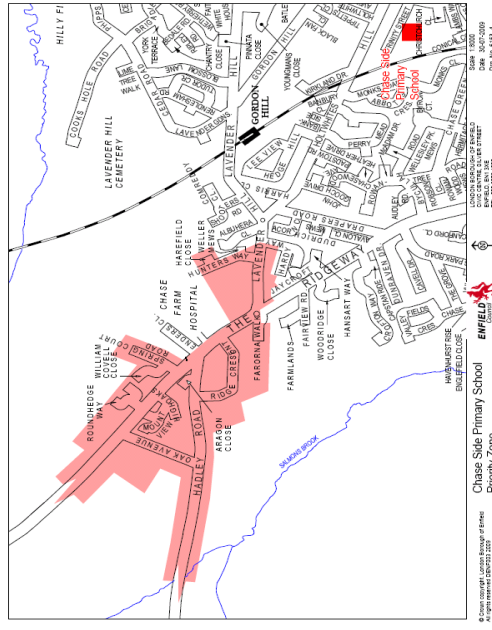
Fraser Road
Grilse Close
Parr Close

Ladysmith Road, N18
Leopold Road
Willoughby Lane Nos 179 - 209

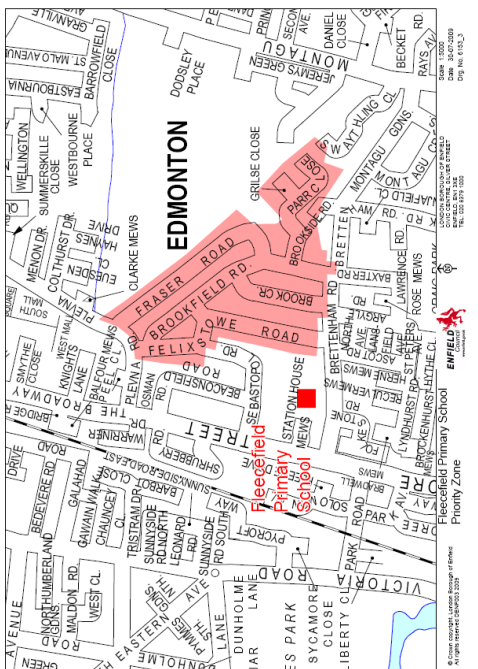
Raynham Priority Zone



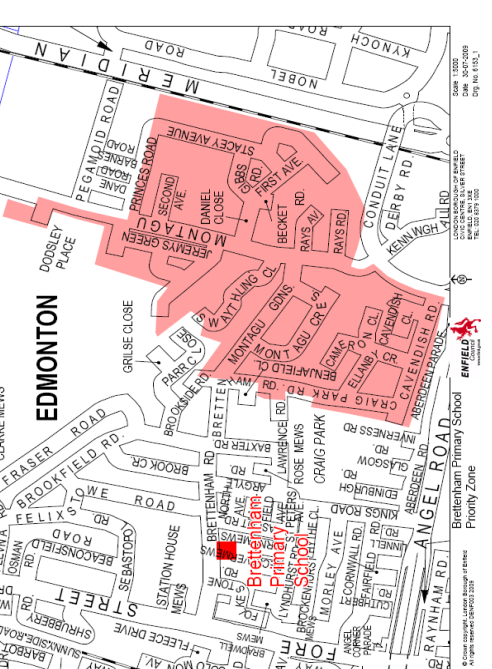
Chase Side Priority Zone



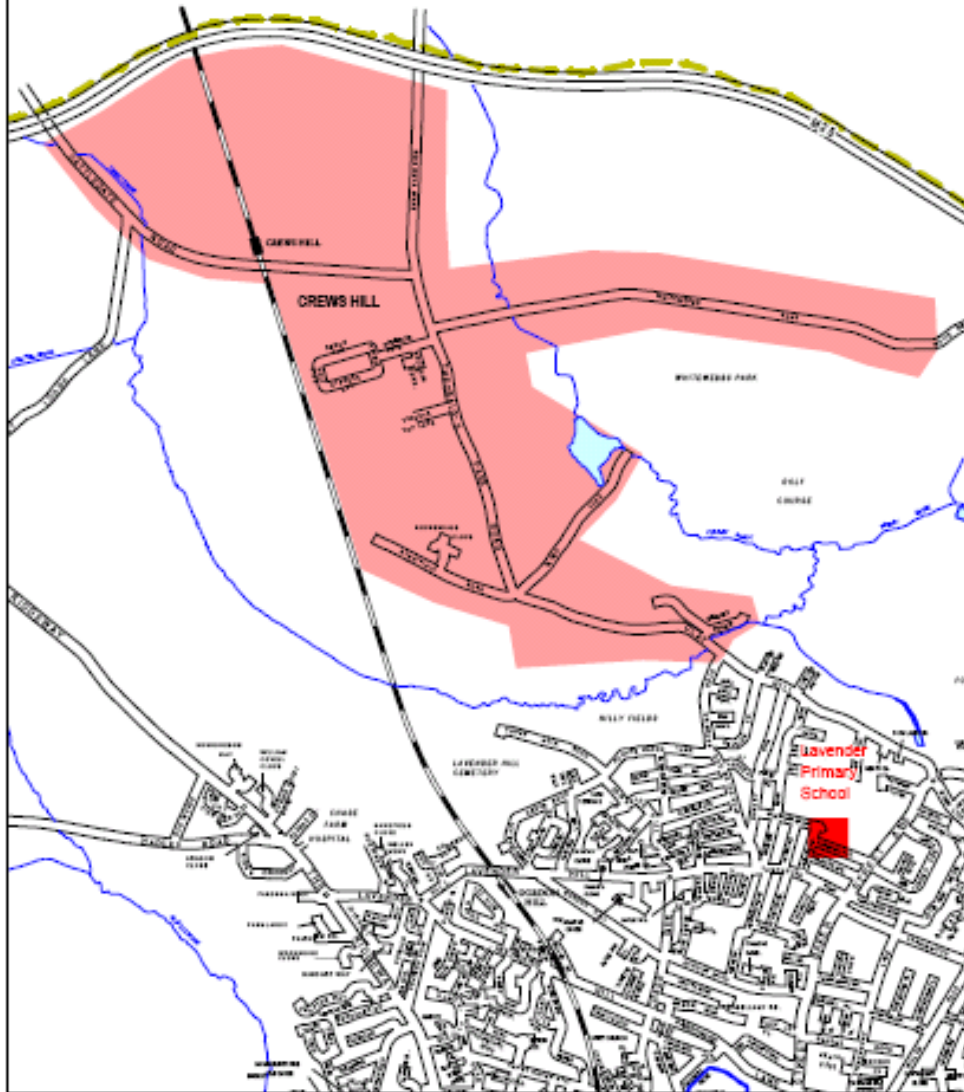
Fleecefield Priority Zone



Brettenham Priority Zone



Lavender Primary School - Priority Zone



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2.2 Junior School Admissions **(Carterhatch, Eldon, Hazelbury, Hazelwood, and Raglan Junior Schools)**

Children normally transfer to the junior school linked to the infant school they attend. Application forms are available from the junior school concerned and this will automatically be provided to all parents/carers of children who attend the link infant school. The form will need to be completed and returned to the link junior school. Other children who do not attend the link infant school can obtain an application form from the relevant junior school. Completed forms must be returned to the school concerned by 15 January 2020.

In the case of oversubscription, priority will be given first to Looked After Children and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after and then to all children attending the linked primary school. Any remaining places will then be offered using the oversubscription criteria detailed in 2.1 (b-e) above.

- 2.2.3 As detailed in the admissions criteria, the LA may exceptionally direct schools to admit children in excess of the admission number or above other children on a school's reserve list in order to fulfil its statutory responsibilities or to comply with decisions taken by the LA's Primary Inclusion Panel.

3 Oversubscription Criteria used to Allocate Places at Community Secondary Schools

- 3.2. The following criteria are used to determine admissions to the majority of schools within Enfield. The schools concerned are; Chace Community, Edmonton County, Highlands, Southgate and Winchmore. Enfield County is shown separately.

If there are more applications than places available, priority will be given to applicants in the following order:

a. Looked after or previously looked after children who are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

A "looked after child" is a child who is either in the care of a local authority or is being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with Section 22 of the Children Act 1989.

b. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

c.. Children with a brother or sister who are already on the roll of the school who will still be attending the school or linked school at the time of proposed admission. The children concerned must be living at the same address. See note below for the definition of sibling and action taken in relation to fraud.

d. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

e. In the case of Chace Community and Southgate schools only, children genuinely resident within the school's designated priority zone

f. Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school or, in the case of Edmonton County School, a single point mid way between the two sites. Travel by private car or public transport will not be taken into account.

- all distances will be calculated by our admissions IT system using ADDRESS-BASE PREMIUM®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE PREMIUM® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.
- When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living closest to the school or, in the case of Edmonton County, to the point mid way between the two sites of the school, as measured in e above.
- The Local Authority defines siblings as a brother or sister living at the same address on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.
- In the case of Enfield County School, the distance measured will be to the lower school in relation to applications for Years 7 to 9 and to the upper school site for applications in relation to Years 10 to 13.

Children who have a Statement of Special Educational Needs or an Education Health Care Plan will be offered a place at a school if it is named in their in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

3.2. Chace Community Schools

3.2.1 In the case of Chace Community Schools, an additional criterion "children genuinely resident within the school's designated priority zone" has been included above straight line home to school distance. Children living within the priority zone are given priority of admission over others who live outside the designated roads.

3.2.3 Priority Zone for Chace Community School:

Ash Ride, Beech Avenue, Beggars Hollow, Burnt Farm Ride, Cattlegate Road, Clay Hill nos 180 up and 181 up, Cypress Avenue, East Lodge Lane, Flash Lane, Golf Ride, Rosewood Drive, Rossendale Close, Strayfield Road, The Ridgeway (no's 235 –301 or 230-302), Theobalds Park Road, Tingey's Top Lane, Whitewebbs Road, Wroxham Gardens.

4 Enfield County School

4.1 In the case of oversubscription, the way in which places are allocated at Enfield County is different to the other community schools. Each year, a number of places are reserved for each of the 10 quota areas within Enfield. The number of places reserved for each quota area is different every year as it is based on a proportion of the total number of girls, across the borough, who are transferring to secondary school that year.

4.2 The number of places reserved for quota area 1 is worked out first. Quota area 1 has a higher proportion of places reserved because Enfield County is one of its local schools. The proportion of the total number of places reserved for quota area 1 is nominally 45% of the Enfield County School year group (186), but the precise percentage varies according to the total number of girls transferring to secondary school from quota area 1.

4.3 The council then divides the remaining number of places available at Enfield County School between all the other quota areas. To do this, the Council adds up how many girls are due to transfer from the maintained schools in each of the quota areas, then works out what percentage of the total number of girls in the borough transferring to secondary school that number represents. Each quota area is then allocated that percentage of the total number of places available at Enfield County School, after the quota area 1 places have been deducted.

4.4 As an example, if there were 200 girls in quota area 1 who were transferring to Secondary School, the formula used to work the number of places reserved for Quota 1 would be:

The Enfield County Admission number (186) X 45% = 83.7

83.7 as a percentage of 200 girls in quota area 1 = 41.85%

So 42% of the total places available in year 7 at Enfield County School would be reserved for quota area 1, which would equal 78 places.

This would leave 108 places. Five places are reserved for girls who live outside the London Borough of Enfield and the remaining places are then divided between the remaining quota areas, pro rata to the number of girls in each quota area who are transferring to Secondary School that year. Within each quota area, the reserved places are then allocated to the schools, pro rata to the number of applications received from girls linked to that school.

4.5 Each child is counted into the quota area of the primary school they attend. If a child lives in Enfield but does not attend one of the primary schools listed, for example, they attend an independent school or a school in another borough, they will be counted into the quota area of the primary school that is closest to the home address, measured in a straight line. There is a further quota area for children who live outside the Borough, making a total of eleven quota areas in all.

4.6 Places are then allocated to girls linked to each primary school according to the following criteria:

1. Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

2. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

3. Children with a sister are already on the roll of the school who will still be attending the school at the time of proposed admission. The children concerned must be living at the same address. See note above for the definition of sibling and action taken in relation to fraud

4. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

5. Children living nearest to the school measured 'as the crow flies', that is, in a straight line from the child's home to the main entrance of the school (travel by private car or public transport will not be taken into account).

- When it is not possible to admit all applicants to a particular school within any criterion, priority will be given to those living closest to the school measured as in criterion 4 above.
- If a school is on two sites, the distance measured will be to the school the child will initially attend. In the case of pupils transferring to secondary school, the distance measured will be to the lower school.
- Should there be undersubscription within any quota area, places will be reallocated to an alternative quota area according to demand.
- For primary to secondary transfer, sibling priority will only be given where the older sibling will still be attending the school in the September that the younger child joins.

Please note:

The allocation of places to children with Statements of Special Educational Needs/Education, Health Care Plans may affect the number of places available within each quota area.

5 In Year Admissions

5.1 The Local Authority will continue co-ordinate admissions to community schools in

its capacity as the Admissions Authority, and will also offer coordination to the majority of other schools in the Borough.

5.2 The Local Authority intends to follow the scheme as set out in Appendix 2.

6 Sixth Form Admissions to Community Schools in Enfield

6.1 All schools offer a variety of courses to provide a broad and balanced curriculum for all abilities. Level 1,2 and 3 courses are offered to students and if it is not possible to fully meet the students' requirements, courses will be made available through the Enfield Collegiate System. This consortium arrangement enables a student to have their main course of study provided by their home school, but allows access to other subject areas that may not be available at their home school through sessional attendance at another school or college within Enfield.

6.2 The minimum entry requirement will vary according to the course and Level applied for. For example, an entry level or level one BTEC course is unlikely to have a minimum entry requirement, but a level 3 course covering 4 AS levels may require an average points score across 8 GCSE subjects of 52. Each school produces detailed information about the requirements that is available directly from the school.

6.3 In the event of oversubscription for those students who meet the minimum entry requirements, priority will be given to students in the following order:

- a. Students who are looked after or were in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
 - b. Students living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school. (Travel by private car or public transport will not be taken into account.) If the school is on two sites, the measurement will be to the upper site, except in the case of Edmonton County, where it will be measured to a point mid way between the two sites
- all distances will be calculated by our admissions IT system using ADDRESS-BASE PREMIUM ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE PREMIUM ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

6.4 Students who have a Statement of Special Educational Needs or an Education Health Care Plan will be offered a place at a school if it is named in their in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Enfield LA Schemes for Co-ordination of Admissions to Year 7 and Reception in Maintained Schools and Academies in 2020/21

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- Template scheme for co-ordination of admissions to Year 7 in September 2020
- Template scheme for co-ordination of admissions to Reception in September 2020
- Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)
- Template outcome letter -Year 7 and Reception Schemes (Schedule 2)
- Timetable for Year 7 Scheme (Schedule 3A)
- Timetable for Reception Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM
Template LA Schemes for Co-ordination of Admissions to Year 7 and
Reception in 2020/21

Definitions used in the template schemes

“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 Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification	the document containing the address verification policy of each participating LA Register
“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 must subscribe in order to be

	considered as 'Participating Authorities' and to benefit from use of the Pan-London Register
"the Notification Letter"	information in the 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. 1 March (secondary) and 16 April (primary) 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

Scheme for Co-ordination of Admissions to Year 7 in 2020/21

Applications

1. This LA will advise home LAs of their resident pupils on the roll of this 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 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 take all reasonable steps to ensure that every parent/carer 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 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 if unable to apply online.
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.
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 an admission authority 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.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA unless that LA has determined that they will accept less.
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 1.9 of the School Admissions Code 2012. 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 as set out in its entry in LIAAG Address Verification Register. 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 will advise the maintaining LA no later than **12 December 2019**.
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 **13 November 2019**.
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 **13 November 2019**.

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 **31 October 2019**. However, this LA will publish information which encourages applicants to submit their application by **18 October 2019 (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 this LA's scheme, will be up-loaded to the PLR by **13 November 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. 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.
16. 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 **13 December 2019**.
17. 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 **12**

December 2019, on the basis that an on-time application already exists within the Pan-London system.

18. This LA will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable in Schedule 3A.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2012. 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'.]
20. 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.
21. 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 **3 February 2020**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. 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 **14 February 2020** if this is sooner.
23. This LA will not make an additional offer between the end of the iterative process and **1 March 2020** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 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 (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.
25. This LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2020** in the Pan-London timetable in Schedule 3A.
26. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020**. (33 London LAs & Surrey LA only).

Offers

27. 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. The LA will allocate a place at the nearest school that has an available place. Where appropriate, reference will be made to the admissions criteria.
28. 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.
29. This LA's outcome letter will include the information set out in Schedule 2.
30. On **2 March 2020**, this LA will send by first class post notification of the outcome to resident paper applicants and to all residents who have not received an offer for the school ranked as their first preference.
31. This LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2020.

Post Offer

32. This LA will request that resident applicants accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **16 March 2020**, this LA will forward the information to the maintaining LA by **23 March 2020**. Where such information is received from applicants after **15 March 2020**, this LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
35. When acting as a maintaining LA, 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.
36. When acting as a maintaining LA, this 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. When acting as a home LA, 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.

38. When acting as a home LA, when 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.
39. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. Applicants with unsuccessful higher preferences will be included on the waiting lists for the schools concerned and any vacancies that arise as a result of the withdrawal of a successful applicant will be offered to the next child on the waiting list. Applicants' names will not normally be included on the waiting lists for schools which were a lower preference than the one offered. Applicants who received an offer of a higher preference school may apply for a place at that school. Children who completed an on time application but did not name the school as one of their original preference(s) may also apply for places at schools, even though they may be full.
43. Own admission authority schools will maintain contact with Enfield to advise of any further potential offers to ensure that places are reallocated effectively.
44. Applicants with unsuccessful higher preferences will be included on the waiting lists for the schools concerned and any vacancies that arise as a result of the withdrawal of a successful applicant will be offered to the next child on the waiting list. Applicants' names will not normally be included on the waiting lists for schools which were a lower preference than the one offered. Applicants who received an offer of a higher preference school may apply for a place at that school. Children who completed an on time application but did not name the school as one of their original preference(s) may also apply for places at schools, even though they may be full.
45. Own admission authority schools will maintain contact with Enfield to advise of any further potential offers to ensure that places are reallocated effectively.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Enfield LA Scheme for Co-ordination of Admissions to Reception in 2020/21

Applications

1. 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.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's 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.
3. 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 2.4 of the School Admissions Code 2012.
4. 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.
5. 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 2.3 of the School Admissions Code 2012.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA unless that LA has determined that they will accept less.
7. 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 1.9 of the School Admissions Code 2012. 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.

8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. 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 **11 February 2020**.
9. 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 **5 February 2020**.
10. 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 **5 February 2020**.

Processing

11. 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 2020**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **5 February 2020**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
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 to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2020**.
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 **11 February 2020**, 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 **12 and 26 February 2020** 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 1.9 of the School Admissions Code 2012. 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 **20 March 2020**. 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 **27 March 2020** if this is sooner.
22. This LA will not make an additional offer between the end of the iterative process and the **16 April 2020** 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 **30 March and 9 April 2020** 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 **14 April 2020**. (33 London LAs & Surrey LA 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. The LA will allocate a place at the nearest school that has an available place. Where appropriate, reference will be made to the admissions criteria.

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, whether they were for schools in the Home LA or in other participating LAs.
28. The example outcome letter will include the information set out in Schedule 2.
29. This LA will, on **16 April 2020**, send by first class post notification of the outcome to resident applicants.
30. *This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term **2020**.

Post Offer

31. This LA will request that resident applicants accept or decline the offer of a place by **30 April 2020**, or within two weeks of the date of any subsequent offer.
32. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **30 April 2020**, this LA will forward the information to the maintaining LA by **7 May 2020**. Where such information is received from applicants after **30 April 2020**, this LA will pass it to the maintaining LA as it is received.
33. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
34. When acting as a maintaining LA, 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.
35. 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.
36. When acting as a home LA, 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.
37. When acting as a home LA, when 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.
38. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
39. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

40. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

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

**Minimum Content of Common Application Form for Admissions to Year
7 and Reception in 2020/21**

Child's details:

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

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):

Name of school
Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical/social reasons/employee of the school)
Does the child have a statement of SEN/EHCP? Y/N
Is the child a 'Child Looked After(CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N If yes, name of responsible local 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

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

An Example of A Template Outcome Letter for Admissions to Year 7 and Reception in 2020/21

Please note there may be changes in the final wording.

Dear Parent,

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 X are attached to this letter. If the school is outside the borough of X, 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 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 2020 (sec) / 30 April 2020 (prim)**. 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)

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

Timetable for Admissions to Year 7 in 2020/21

Fri 18 Oct 2019	Published closing date (Friday before half-term)
Thurs 31 Oct 2019	Statutory deadline for receipt of applications
Wed 13 Nov 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 12 Dec 2019	Deadline for the upload of late applications to the PLR.
Thurs 16 Dec 2019 – Thurs 2 Jan 2020	Checking of application data
Fri 14 Feb 2020	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 14 Feb 2020	Final ALT file to PLR
Mon 14 – Fri 24 Feb 2020	Checking of offer data
Tues 25 Feb 2020	Deadline for on-line ALT file to portal
Mon 2 Mar 2020	Offer letters posted.
Mon 16 Mar 2020	Deadline for return of acceptances
Fri 23 Mar 2020	Deadline for transfer of acceptances to maintaining LAs

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

Timetable for Admissions to Reception in 2020/21

Wed 15 Jan 2020	Statutory deadline for receipt of applications
Wed 5 Feb 2020	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Tues 11 Feb 2020	Deadline for the upload of late applications to the PLR.
Wed 12 – Wed 26 Feb 2020	Checking of application data
Fri 20 Mar 2020	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 27 Mar 2020	Final ALT file to PLR
Mon 30 Mar - Thurs 9 Apr 2020	Checking of offer data
Thurs 16 Apr 2020	Deadline for on-line ALT file to portal
Thurs 16 April 2020	Offer letters posted.
Thur 30 Apr 2020	Deadline for receipt of acceptances
Thur 7 May 2020	Deadline for transfer of acceptances to maintaining LAs

**Scheme for the Coordination of
In Year Admissions to Schools in Enfield
(not a PAN London co-ordinated scheme)**

2020/2021

1. Applications

- 1.1 Applications from Enfield and non-Enfield residents for schools in Enfield will be made directly to the Enfield Schools Admission Service. The in-year application form will be available from the Admissions Service, from schools in Enfield and from Enfield Council website. Schedule 1 details the information requested on the in year form.
- 1.2 Enfield residents applying for places at maintained schools and academies outside Enfield will need to apply directly to the LA in whose area the school is situated.
- 1.3 The admission authorities in Enfield will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria.
- 1.4 Where supplementary forms are used, they will be available from the school concerned and available from Enfield Council, in accordance with the requirements of the School Admissions Code. Any supplementary forms must advise parents that they should also complete Enfield's in-year application form. The information booklets and website will indicate which schools in Enfield require supplementary forms to be completed and where they can be obtained. Parents will be advised that they should complete the supplementary form so that their application can be given full consideration.
- 1.5 Applicants will be able to express a preference for up to six maintained primary/secondary schools in Enfield.
- 1.6 The order of preference given on the In-Year Application Form will not be revealed to the schools listed on the In-Year application form.
- 1.7 The Enfield Schools Admission Service will carry out address verification for each application made to a maintained school or academy in Enfield. Where Enfield is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.
- 1.8 Enfield will check the status of any applicant who is a 'Looked After or was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.'

1 Processing

- 1.1 Enfield will enter each pupil's preferences onto the admissions data base and this will enable all schools to view applicant's details through SAM and, in the

case of own admission authority schools, rank them in accordance with their oversubscription criteria.

1.2 Where an application is not fully completed, Enfield will not treat the application as valid until all information is received.

1.3 If a pupil is currently on roll at a school in Enfield or a school in a neighbouring borough, The Admissions Service will advise the parent/carer to discuss the transfer with the Headteacher or senior Teacher at the school.

1.4 Where appropriate, Enfield will request background information from the current/previous school to support an enrolment meeting or to determine whether the application should be considered by Enfield's Fair Access Panel.

2 Offers

2.1 If a school has a vacancy/vacancies, it is expected that an offer of place(s) will be made within 10 school days of the vacancy arising to the next child entitled to a place in accordance with the published oversubscription criteria. The Local Authority will offer places at community places and will also make offers on behalf of own admission authority schools should they wish. Reasonable attempts must be to contact the parent

2.2 Enfield will write to parents who have not been offered places at their preferences schools giving reasons and informing them of their right of appeal to an independent appeal in accordance with the School Standards and Framework Act 1988.

2.3 Enfield will notify the Home LA of the outcome of applications for their residents

2.4 When a child has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn. The amended information will be viewed through SAM.

2.5 When a child has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise. The amended information will be viewed through SAM.

2.6 Acting as Home LA, where an applicant who is out of school cannot be offered a place at one of their named preferences, Enfield will advise the parents of schools with vacancies.

2.7 Parents will be expected to accept or decline the offer of a place as soon as possible. Parents must be given a reasonable amount of time to consider the offer (usually 10 days).

2.8 Parents will be asked to confirm on at least an annual basis whether they wish their child to remain on any waiting lists for school in Enfield.

SCHEDULE 1

This LA's In-Year Application Form will contain the following fields.

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address and Council Tax Reference
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school(s)
- If currently in school, reason for transfer
- Date place is required
- Permanent exclusions
- Does the applicant have a EHCP/statement of SEN?
- Is the child Looked After?

Parent's/Carer's details:

- Title
- Initials
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility?

Preference details (6):

- Name of school
- Preference ranking
- Sibling Details
- Reasons for Preference (including any medical needs)

Other:

- Declaration including consequences of providing false information
- A request for any information that may require a referral to the Fair Access Panel, for example, additional needs, permanent exclusion etc.
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms