

London Borough of Waltham Forest

**Secondary scheme for the coordination of admissions
into Year 7 for 2021/2022**

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Year 7 in Maintained Schools and Academies in 2021/22

Contents

Introduction

Definitions used in this document

Scheme for co-ordination of admissions to Year 7 in September 2021

In-year Scheme

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 3)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Introduction:

All Local Authorities in England are required, under the [School Admissions Code](#), to operate a coordinated scheme. All Infant, Junior, and Primary Schools within the London Borough of Waltham Forest (the LA) are participants within this Scheme.

Due to the relatively high level of applications to schools in London from outside of the child's home Local Authority (LA) a Pan-London co-ordinated scheme exists across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place.

Parents/carers living in Waltham Forest should send their application form to Waltham Forest LA for processing, regardless of which schools they express preferences for. Waltham Forest will then pass information to other 'maintaining' authorities about applications to schools in their area, and the maintaining authority will inform Waltham Forest if a place is available. Waltham Forest will send any offer of a school place to parents/carers.

Waltham Forest Local Authority (the LA) is the admission authority for all Voluntary Controlled and Community schools within its' area. The Governing Body is the admissions authority for a Foundation or Voluntary Aided school. The Trust is the admissions authority for Free schools and Academies.

Each admission authority must either determine or make arrangements for another body such as their local authority to determine by reference to their school's admissions criteria the order of priority in which each application for the school is ranked. Arrangements have been made by all Foundation/Voluntary Aided, Free Schools and Academies in Waltham Forest that the LA will determine applications for school places on their behalf and so this scheme applies to all schools within Waltham Forest.

Each admission authority must maintain a waiting list for at least one term in the academic year of admission for every oversubscribed school. Waltham Forest LA will maintain an initial waiting list for community and voluntary controlled schools until 31 December in the year of entry, after which parents/carers must reapply if they wish their child to be on a new waiting list.

This scheme describes the process by which the London Borough of Waltham Forest (the LA) co-ordinates the applications by parents for places, the exchange of information about preferences expressed by parents between admission authorities and finally make offers of places for schools within Waltham Forest.

It should be noted that this Scheme is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

Definitions used in this scheme

“the Application Year”	the academic year in which the parent/carer 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/carers to use to express their preferences, set out in rank order
“the Equal Preference System”	The model whereby all preferences listed by parents/carers 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 agreed by LIAAG and the 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 must 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. 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 2021/22

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

For the 2021/22 school year, entry to year 7 is for children born between 1 September 2009 and 31 August 2010.

Regardless of which schools' parents' express preferences for, the application is required to be returned to the Local Authority in the area that they live. The home Local Authority must then pass information on applications to other Local Authorities about applications to schools in their area.

Parental responsibility

If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted. If parents are separated and both have parental responsibility, then they must determine between them who will make the application and if they cannot agree then either parent may seek to have that determined by a Court. In the event of a dispute between parents who do not have this matter resolved by the Court we will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal we will determine whose application is progressed with reference to the parent who is in receipt of child benefit. If no one is in receipt of child benefit then we will consider all of the circumstances and make a determination as to the application which will be accepted and provide our reasons for doing so. This will ensure the child has an active application for a school place. Where the parent applying does not live in the same address as the child, we will require evidence of child's home address.

Applicants will not be able to change to the other parent's address mid-year unless the current arrangements as set out in any Court Order have changed. Applicants must also provide a copy of any custody or resident order.

Applications

1. Waltham Forest will advise home LAs of their resident pupils on the roll of Waltham Forest's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Waltham Forest will be made on Waltham Forest's Common Application Form, which is 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 Waltham Forest to enable the admission authorities in Waltham Forest to apply their published oversubscription criteria. Where an online application is not possible, applicants should contact the School Admissions Team

by telephone on 020 8496-3000 to request a paper application and one will be posted to them.

3. Waltham Forest will take all reasonable steps to ensure that every parent/carer who is resident in the borough and has a child in their last year of primary education within a maintained school or academy, either in Waltham Forest or any other maintaining LA, are informed how they can access Waltham Forest's composite prospectus and apply online. Parents/carers who do not live in Waltham Forest will have access to the Waltham Forest composite online prospectus.
4. The admission authorities within Waltham Forest 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 Waltham Forest, 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 Waltham Forest, they will be available from Waltham Forest's website. Such forms will advise parents/carers that they must also complete their home LA's Common Application Form. Waltham Forest's composite prospectus 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 Waltham Forest receives a supplementary information form, Waltham Forest 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 a maximum of six maintained secondary schools or Academies within and outside Waltham Forest.
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 2014. However, where a parent/carer, resident in Waltham Forest 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. Waltham Forest 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 Waltham Forest's primary school data and the further investigation of any discrepancy. Where Waltham Forest 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 2020**.

10. Waltham Forest 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 2020**.
11. Waltham Forest will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Waltham Forest to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2020**.

Processing

12. Applicants resident within Waltham Forest must return the Common Application Form, which will be available and able to be submitted on-line, to the LA by **31 October 2020**.
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 uploaded to the PLR by **12 November 2020**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. [Waltham Forest shall, in consultation with the admission authorities within Waltham Forest's area and within the framework of the Pan-London timetable in Schedule 3, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
15. *Waltham Forest will accept late applications only if they are late for a good reason, deciding each case on its own merits. Late applications received after 31 October (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 1 March 2021. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted between 31 October 2020 and 9 December 2020 may be considered under the exceptional circumstances' category.
16. Where such applications contain preferences for schools in other LAs, Waltham Forest will forward the details to maintaining LAs via the PLR as they are received. Waltham Forest 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 **11 December 2020**.

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 **10 December 2020**, on the basis that an on-time application already exists within the Pan-London system.
19. Waltham Forest will participate in the application data checking exercise scheduled between **14 December 2020 and 4 January 2021** in the Pan-London timetable in Schedule 3.
20. All preferences for schools within Waltham Forest 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 Waltham Forest have provided a list of applicants in criteria order to Waltham Forest, the 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'.]
21. Waltham Forest 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 Waltham Forest area before uploading data to the PLR.
22. Waltham Forest will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **29 January 2021**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Waltham Forest 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 **12 February 2021** if this is sooner.
24. Waltham Forest will not make an additional offer between the end of the iterative process and **1 March 2021** 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 Waltham Forest, Waltham Forest will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Waltham Forest 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, Waltham Forest will accept that the applicant(s) affected might receive a multiple offer.

26. Waltham Forest will participate in the offer data checking exercise scheduled between **15 and 22 February 2021** in the Pan-London timetable in Schedule 3.
27. Waltham Forest will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2021**. (33 London LAs & Surrey LA only).

Offers

28. Waltham Forest 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. An offer will be made to the closest school to the home address which has a vacancy.
29. Waltham Forest 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. Waltham Forest's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2021**, Waltham Forest will send by first class post notification of the outcome to resident applicants who applied on a paper application. Those applying online will receive a response by email on the evening of **1 March 2021**.
32. *Waltham Forest will provide primary schools with destination data of its resident applicants by the end of the Summer term **2021**.

Post Offer

33. Waltham Forest will request that resident applicants accept or decline the offer of a place by **15 March 2021**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Waltham Forest accepts or declines a place in a school within another LA by **15 March 2021**, Waltham Forest will forward the information to the maintaining LA by **22 March 2021**. Where such information is received from applicants after **15 March 2021**, Waltham Forest 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 Waltham Forest, 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, Waltham Forest will place an applicant resident in the area of another LA on a waiting list of any higher preference school in the Waltham Forest area.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Waltham Forest, the admission authority will inform Waltham Forest of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Waltham Forest will inform the home LA, where different, of an offer for a maintained school or Academy in Waltham Forest 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, Waltham Forest 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, Waltham Forest 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 Waltham Forest is informed by a maintaining LA of an offer which can be made to an applicant resident in Waltham Forest 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 Waltham Forest has agreed to a change of preferences or preference order for good reason, 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, Waltham Forest 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, Waltham Forest 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.

Waiting Lists

45. The waiting lists for year 7 entry during the normal round of admissions in all Waltham Forest community schools will be held and administered by the Waltham Forest Admissions team and will be ordered in accordance with the published admission criteria for the respective school.

46. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.
47. In Waltham Forest, waiting lists are held in criteria order. Applicants with unsuccessful higher preferences will automatically be placed on the waiting lists for the schools concerned. 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.

In-Year Admissions Scheme for Waltham Forest Schools

The Admissions Code 2012 removed the duty on Local Authorities to coordinate in-year admissions from September 2013. Waltham Forest wishes to continue to coordinate in-year albeit as the **maintaining LA** rather than home LA.

Co-ordination is the most effective way of ensuring that children out of school are tracked and monitored and placed as quickly as possible. This safeguarding element has been a particular strength of in-year coordination since its introduction and there is a significant risk that young people may slip through the net if we adopt a system whereby applicants submit individual school applications.

Waltham Forest LA coordinates in-year admissions and waiting lists as a maintaining Local Authority for all Waltham Forest schools (academy, free, community, trust, voluntary aided, voluntary controlled), **with the exception of the Federation of St Mary's C/E Primary and St Saviours C/E Primary Schools, St Mary's Catholic Primary School, Chingford Foundation School, Eden Girls School, Waltham Forest, Lime Academy Larkwood and Highams Park School who have opted to conduct their own in-year admissions.**

Applications – in year scheme

48. Applications for children applying for Waltham Forest schools will be made on an In- year Common Application Form (iCAF). The form is accessible either online or a hard copy.
49. The form provided by Waltham Forest will provide space to name up to three preferences in rank order. Parent/carers can add further Waltham Forest schools at any time, up to a maximum of three preferences.
50. Waltham Forest will notify the Home LA of all in-year applications submitted that are not borough residents. This procedure is to ensure the Home LA has an overview of children without a school place and school to school transfer requests and retains its safeguarding responsibilities.
51. Any preferences made for own admission authority schools in Waltham Forest will be passed to the respective school(s) within 5 school days using a

secure means of exchange.

52. Where an own admission authority school in Waltham Forest receives a supplementary information form, it will advise the parent/carer to complete the Waltham Forest in-year form to formally register their application.
53. Waltham Forest undertakes to carry out address verification as appropriate. Where it has not been possible to validate an address of an applicant, Waltham Forest will request evidence of residence and occupancy as appropriate.
54. Waltham Forest will confirm the status of any child for whom it receives an iCAF, stating if s/he is a child looked after, or previously looked after but ceased to be so because they were subject to an adoption order, child arrangement order, or special guardianship order, immediately after leaving care; and will notify the Home LA if the child is not resident in Waltham Forest.

Processing – in-year scheme

55. To determine the availability of places, all state-funded schools in Waltham Forest are sent a weekly vacancy report each week (Wednesday) and are asked to respond to confirm for each year group both roll number and number of allocated pupils that have not yet joined the school.
56. Waltham Forest Admissions Team will carry out the following functions to process applications for its schools:
 - i) Where an application is not fully completed, the applicant will be notified the application is invalid until all the information is received.
 - ii) Waltham Forest will use a secure means to exchange data with its schools and other LAs.

Notification of outcome – in-year scheme

57. Waltham Forest will aim to notify the outcome of an application made for one of its schools within 15 school days. If the applicant is a resident of Waltham Forest, and it has not been possible to offer a place at the preferred school(s) applied to, the applicant will be offered the nearest alternative school place available in the relevant year group. The applicant will also be given the opportunity to be added to a waiting list for their preferred school(s) and details of their right of appeal.
58. Where an application has been made to Waltham Forest, and it has not been possible to offer a place for a child resident in another borough, the parent/carer will be notified of the outcome of their application, the opportunity to be added to a waiting list and details of their right of appeal.

59. Waltham Forest will use a formal notification letter to inform of the outcome of the application and indicate, where applicable, that the decision is on behalf of the governing body (for VA schools and academies).
60. Where an offer can be made for a child currently on roll at another Waltham Forest school, the child's current school will be informed once an offer has been made.
61. Where it is evident that more than one school place can be offered, Waltham Forest will eliminate all but the highest ranked offer where an applicant has ranked schools in order of preference on the Waltham Forest form. Any lower preferences will be withdrawn at this point but can be reapplied for at any time.

Post-offer – in year scheme

62. Parents/carers must accept or decline the offer of a place within 5 working days of an offer being made.
63. Where a parent/carer does not respond within this timeframe, Waltham Forest will make every reasonable effort to contact the parent/carer to find out whether or not they wish to accept the place, and, where appropriate, liaise with the offered school. Where the parent/carer fails to respond and Waltham Forest can demonstrate that every reasonable effort has been made to contact the parent, the offer of a place will be withdrawn.
64. The Admissions team will refer the details of any child that is resident in Waltham Forest, and any additional information, to the Behaviour, Attendance and Children Missing Education (BACME) team in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer.
65. Waltham Forest will refer the details, and any additional information, of any child not resident in Waltham Forest to their Home LA in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7 and Reception in 2021/22

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/carer's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Mobile/Alternative number)
Email address
Relationship to child

Preference details (x 6 recommended):

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

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have a statement or an Education, Health and Care Plan? Y/N
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order' or 'Special Guardianship Order'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent/carer or guardian
Date of signature

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7, Infant to Junior and Reception in 2021/22

From: Home LA

Date: **1 March 2021 (sec)**

16 April 2021 (prim)

Dear Parent/Carer,

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of 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.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{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}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **15 March 2021 (secondary) / 30 April 2021 (primary)**. 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 3

Timetable for Admissions to Year 7 in 2021/22

Date	Process	Paragraph
Sat 31 Oct 2020	Statutory deadline for receipt of applications	12
Thurs 12 Nov 2020	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Fri 11 Dec 2020	Deadline for the upload of late applications to the PLR.	17
Mon 14 Dec 2020 – Mon 4 Jan 2021	Checking of application data	19
Fri 29 Jan 2021	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Fri 12 Feb 2021	Final ALT file to PLR	23
Mon 15 – Mon 22 Feb 2021	Checking of offer data	26
Tues 23 Feb 2021	Deadline for on-line ALT file to portal	27
Mon 1 Mar 2021	Offer letters posted.	31
Mon 15 Mar 2021	Deadline for return of acceptances	33
Mon 22 Mar 2021	Deadline for transfer of acceptances to maintaining LAs	34