London Borough of Waltham Forest

Primary scheme for the coordination of admissions into Reception and Junior 2027/2028

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Infant to Junior and Reception in Maintained Schools and Academies in 2027/2028

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Scheme for Co-ordination of Admissions to Infant to Junior and Reception in 2027/2028

Definitions used in the template schemes

"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 Protocol"	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 Reception/Junior in 2027/2028

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

Applications

1. Applications from residents of Waltham Forest 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. Waltham Forest will take all reasonable steps to ensure that every parent/carer who is resident in Waltham Forest and has a child in a nursery class within a maintained school or academy, either in Waltham Forest or any other maintaining LA, is 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 Waltham Forest's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

3. 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 are used to collect information, which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.

4. Where supplementary information forms are used by admission authorities in Waltham Forest, they will be available from the Waltham Forest 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 Waltham Forest require supplementary forms to be completed and where they can be obtained.

5. Where a school 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 2021.

6. Applicants for reception places will be able to express a preference for up to six maintained primary schools or academies within and outside the Home LA. Infant to Junior applicants will be able to express a preference for up to three maintained junior schools or academies within and outside the Home LA.

7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Waltham Forest to comply with paragraph 1.9 of the School Admissions Code 2021. 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.

8. Waltham Forest undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Waltham Forest's maintained nursery and 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 February 2027**

9. 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 **5 February 2027**

10. 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 **5 February 2027**

Processing

11. Applicants resident within Waltham Forest must return the Common Application Form, which will be available and able to be submitted on-line, to Waltham Forest by **15 January 2027**

12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Waltham Forest's scheme, will be up-loaded to the PLR by **5 February 2027** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. [Waltham Forest shall, in consultation with the admission authorities within this LA'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.]

14. Waltham Forest 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, 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.

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 **12 February 2027**

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 **11 February 2027** on the basis that an on-time application already exists within the Pan-London system.

18. Waltham Forest will participate in the application data checking exercise scheduled between **15 and 22 February 2027** in the Pan-London timetable in Schedule 3.

19. All preferences for schools within Waltham Forest will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2021. 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']

20. 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.

21. 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 **17 March 2027.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

22. 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 **and 22 March 2027** for Junior and **24 March 2027** for Reception. Where

a management decision is made that additional iterations are necessary, these will continue no later than **24 March** for Junior and **25 March 2027** for Reception.

23. Waltham Forest will not make an additional offer between the end of the iterative process and the **16 April 2027** which may impact on an offer being made by another participating LA.

24. Notwithstanding paragraph 23, 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.

25. Waltham Forest will participate in the offer data checking exercise scheduled between **25 (30) March - 8 April 2027** in the Pan-London timetable in Schedule 3.

26. Waltham Forest will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2027**. (33 London LAs & Surrey LA only).

27. The file should additionally contain offers to late applicants who can be offered a place on **16 April 2027**. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

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 2.12 of the School Admissions Code 2021. 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. Waltham Forest will, on **16 April 2027**, send notification of the outcome to resident applicants by email or first-class post.

Post Offer

32. Waltham Forest will request that resident applicants accept or decline the offer of a place by **30 April 2027,** or within two weeks of the date of any subsequent offer.

33. Where an applicant resident in Waltham Forest accepts or declines a place in a school maintained by another LA by **30 April 2027,** Waltham Forest will forward the information to the maintaining LA by **6 May 2027**. Where such information is received from applicants after **30 April 2027**, Waltham Forest 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 Waltham Forest, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.

35. 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. Where this is not done automatically, it will be done immediately following a request from the home LA.

36. Where a waiting list is maintained by an admission authority or maintained school or academy in Waltham Forest, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

37. 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.

38. 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.

39. 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.

40. 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.

41. When acting as a home LA, when Waltham Forest has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 38 and 39 shall apply to the revised order of preferences.

42. 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.

43. 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

44. The waiting lists for reception and junior entry during the normal round of admission 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.

45. 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.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7 and Reception in 2027/2028

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 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 2027/2028

From: Home LA

Date: **1 March 2027 (sec)**

16 April 2027 (prim)

Dear Parent/Carer,

Application for a Secondary / Primary School

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

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

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of 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 **16 March 2027 (secondary) / 30 April 2027(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 Reception/Junior in September 2027

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

Easter Weekend 2027 – Friday 26 March to Monday 29 March