

Waltham Forest
Determined Admission Arrangements 2021/2022

Background

In accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, admission authorities are required to determine their admission arrangements each year. London Borough Waltham Forest is the admission authority for all community and voluntary controlled schools within the borough.

The admission arrangements for all schools must be determined in advance of the academic year to which they are relevant. For the academic year **2021/22**, all admission authorities must have determined their arrangements by **28 February 2020**.

What are admission arrangements?

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places. It describes the full set of arrangements on how a school will admit pupils. This includes the published admission number (the maximum number of pupils intended to be admitted to the relevant year group), the oversubscription criteria and information on waiting lists.

Primary School Admissions	
Pan London Co-ordinated scheme	No changes
Admissions criteria	Mini catchment removed from the distance criterion for Gwyn Jones Primary School, The Jenny Hammond Primary School and Coppermill Primary School
Admission numbers for community and voluntary controlled primary schools	
Other changes	No changes
Secondary School Admissions	
Pan London co-ordinated scheme	No changes

Admissions criteria	No changes
Admission numbers for community secondary schools	No changes
Other changes	No changes
In- Year School Admissions	
In-year admissions scheme	No changes

Pan London co-ordinated scheme - Arrangements for Primary Transfer

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.

All LAs co-ordinate all applications to maintained schools under one scheme. 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 an offer of a school place to parents/carers.

The Schools Admissions Code includes a requirement for each admission authority to 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.

Admission authorities must include the fact they will hold waiting lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received, or their name added to the list.

No changes to the Waltham Forest existing scheme are proposed.

The scheme and timetable for 2021/22 are set out in Appendix 1

Criteria for admission to Waltham Forest community and voluntary controlled primary schools

Co-ordinated admissions for primary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

There is one change to the oversubscription criteria for community and voluntary controlled primary schools:

- Remove the mini catchment area for the following community schools:
 - Gwyn Jones Primary School
 - The Jenny Hammond Primary School
 - Coppermill Primary School

Waltham Forest's criteria for admission to community and voluntary controlled primary schools appear in Appendix 2.

Admission numbers for community and voluntary controlled primary schools

There are no changes to the admission numbers for community and voluntary controlled primary schools.

Waltham Forest's admission numbers for community and voluntary controlled primary schools are set out in Appendix 3.

Pan London co-ordinated scheme - Arrangements for Secondary Transfer

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate for consultation a Co-ordination Scheme with a view to it being agreed by 28 February in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.

All LAs co-ordinate all applications to maintained schools under one scheme. 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 an offer of a school place to parents/carers.

The Schools Admissions Code includes a requirement for each admission authority to 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 schools, after which parents/carers must reapply if they wish their child to be on the new waiting list.

Admission authorities must include the fact they will hold waiting lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received, or their name added to the list.

No changes to the Waltham Forest existing scheme are proposed.

The scheme and timetable for 2021/22 are set out in Appendix 1.

Criteria for admission to Waltham Forest community secondary schools

Co-ordinated admissions for secondary school do not require all admission authorities to operate the same over-subscription criteria. Admission authorities must therefore still set and apply their own admission criteria.

There are no changes to the oversubscription criteria for community secondary schools.

Waltham Forest's criteria for admission to community schools appear in Appendix 2.

Admission numbers for community secondary schools

There are no changes to the admission numbers for community secondary schools.

Waltham Forest's admission numbers for community secondary schools are set out in Appendix 4.

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 therefore, from September 2021, will continue to coordinate 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 Larkswood and Highams Park School who have opted to conduct their own in-year admissions.**

Full details of the scheme are attached but key features of the scheme are as follows:

- Applicants wanting to apply for a school within Waltham Forest for which the LA coordinates in-year must apply on the borough's In-Year Common Application Form (iCAF). Applicants can name up to three schools.
- Applicants wanting to apply for a school who coordinate their own in-year applications must apply directly to the school.
- Waltham Forest residents wishing to apply for schools in other boroughs must apply through that borough's arrangements.
- The formal notification of the application outcome would be made by the maintaining admissions authority.
- Waltham Forest's Admissions team will continue to directly administer community and voluntary controlled school admissions including waiting lists.
- Where own admission authority schools (i.e. academies, free schools and voluntary aided schools) elect to administer their own in year applications they will maintain waiting lists and determine whether a place can be offered. VA schools will retain a supplementary form, if they currently use one, for applicants applying for a place on faith grounds.

- It is crucial that the Admissions team hold up-to-date information about school vacancies so that correct advice can be provided to parents/carers. Schools are required to provide a weekly feedback using the current system where they confirm if the pupil number in each year group is correct or not. 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
- Schools are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number.
- As with entry to Reception, Infant to Junior and secondary transfer, unsuccessful applicants have a right of appeal to an independent appeal panel. Own admission authority schools must make arrangements for appeal hearings, including how to appeal and an appeal form. These arrangements should be displayed on the school website.

The in-year scheme

Applications

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Waltham Forest will confirm the status of any child for whom it receives an iCAF, stating if s/he is a child looked after, subject to an adoption order, child arrangement order, or special guardianship order, and will notify the Home LA if the child is not resident in Waltham Forest.

Processing

8. 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.
9. 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

10. 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.
11. 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.
12. 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).
13. 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.
14. 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

15. Parents/carers must accept or decline the offer of a place within 5 working days of an offer being made.
16. 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.

17. 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.
18. 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

Waiting Lists

19. The waiting lists for all year groups in all Waltham Forest community and voluntary controlled schools will be held and administered by the Waltham Forest School Admissions team and will be ordered in accordance with the published admission criteria for the respective school. Parents/carers that approach community schools direct, that want to be added to a waiting list, will be required to complete the Waltham Forest in-year form.
20. Waltham Forest's own admission authority schools will maintain their own waiting lists. When a place can be offered, the school will provide the Admissions team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. The parent/carer will be notified of the offer by Waltham Forest Admissions team and on behalf of the governing body.
21. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided. The Admissions team will work closely with its schools to place the child on roll as soon as reasonably practical.
22. 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.

APPENDIX 1

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

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

Contents

Definitions used in this document

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

Template scheme for co-ordination of admissions to Reception in September 2021

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

Scheme for Co-ordination of Admissions to Year 7, Infant to Junior and Reception in 2021/22

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 Verification Register”	the document containing the address verification policy of each participating LA

“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities 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.*

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 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 Waltham Forest to enable the admission authorities in Waltham Forest to apply their published oversubscription criteria.
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/or 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 evidence requested 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 up-loaded 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 3A, 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.
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 3A.
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 3A.
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.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Scheme for Co-ordination of Admissions to Reception/Junior in 2021/22

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.
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 only collect information which is required by the published over subscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
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 2014.
6. *Applicants for reception places will be able to express a preference for up to six maintained primary schools or academies within and/or 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/or 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 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.
8. Waltham Forest 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 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 **10 February 2021**.
9. Waltham Forest 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 2021**.
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 2021**.

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 2021**.
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 2021**. 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 3B, 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 2021**.
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 February 2021**, 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 **12 and 26 February 2021** in the Pan-London timetable in Schedule 3B.
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 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'.]

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 **19 March 2021**. 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 **26 March 2021** if this is sooner.
23. Waltham Forest will not make an additional offer between the end of the iterative process and the **16 April 2021** 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 **29 March and 9 April 2021** in the Pan-London timetable in Schedule 3B.

26. Waltham Forest will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2021**. (33 London LAs & Surrey LA only).

Offers

27. 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.
28. 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.
29. Waltham Forest's outcome letter will include the information set out in Schedule 2.
30. Waltham Forest will, on **16 April 2021**, send by first class post notification of the outcome to resident applicants who applied on a paper application. Those applying online will receive an email notification on the evening of 16 April 2021.

Post Offer

31. Waltham Forest will request that resident applicants accept or decline the offer of a place by **30 April 2021**, or within two weeks of the date of any subsequent offer.
32. Where an applicant resident in Waltham Forest accepts or declines a place in a school maintained by another LA by **30 April 2021**, Waltham Forest will forward the information to the maintaining LA by **7 May 2021**. Where such information is received from applicants after **30 April 2021**, Waltham Forest 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 Waltham Forest, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

34. 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.
35. 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.
36. 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.
37. 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.
38. 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.
39. 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.
40. 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 38 and 39 shall apply to the revised order of preferences.
41. 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.

42. 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

43. 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.

44. 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 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 3A

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

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 3B

Timetable for Admissions to Reception/Junior in 2021/22

Date	Process	Paragraph
Fri 15 Jan 2021	Statutory deadline for receipt of applications	11
Fri 5 Feb 2021	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Fri 12 Feb 2021	Deadline for the upload of late applications to the PLR.	16
Fri 12 – Fri 26 Feb 2021	Checking of application data	18
Fri 19 Mar 2021	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Fri 26 Mar 2021	Final ALT file to PLR	22
Mon 29 Mar- Fri 9 Apr 2021	Checking of offer data	25
Tues 13 Apr 2021	Deadline for on-line ALT file to portal	26
Fri 16 April 2021	Offer letters posted.	30
Fri 30 April 2021	Deadline for receipt of acceptances	32
Fri 7 May 2021	Deadline for transfer of acceptances to maintaining LAs	33

APPENDIX 2

WALTHAM FOREST COMMUNITY AND VOLUNTARY CONTROLLED SCHOOL ADMISSIONS CRITERIA 2021/22

Special Educational Needs

Children who have a statement of special educational needs or Education, Health and Care Plan (EHCP) are placed in schools under the terms of the Education Act 1996 and the Children and Families Act 2014. They are not considered under the Admission Criteria referred to below. These children and young people will be allocated a place at the school they must attend which will be named on the Statement or EHCP.

Priority 1 – Looked-After or previously Looked-After Children

Priority 2 – Medical or Social reasons or Children ‘At Risk’

Priority 3 – Siblings

Priority 4 – School staff children

Priority 5 - Distance

Definitions

Looked-After or Previously Looked-After Children

A looked-after child is a child who is or was:

- in the care of a Local Authority; or
- being provided with accommodation by a Local Authority in accordance with Section 22(1) of the Children Act 1989. For admission purposes, a ‘looked-after’ child is a child currently in care or a child who was in care but became subject to an adoption order, child arrangement order or special guardianship order, immediately after leaving care.

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School

Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to an adoption order, child arrangement order or special guardianship order.

Medical or social reasons

Medical or social reasons can only be taken into account where information is provided by the closing date (31 October 2020 for secondary applications and 15 January 2021 for reception/junior applications). Failure to provide such information at that stage may affect whether the child is allocated a place at the preferred school under this criterion. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social need, and demonstrate how the specified school is the only school that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions affecting mobility, consideration will only be given for the school nearest to the child's home.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the closest school to the child's address
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest) consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

The decision for community and voluntary controlled schools will be made by a panel of officers based upon the evidence produced. The Panel reserves the right to seek additional professional advice where necessary.

Children 'at risk'

A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- An adopted brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

For primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place. This means that if there is a sibling already attending the preferred school, but the family have moved since the last child was offered a place and now live further than 0.5 miles, the child's application will not be considered under sibling criteria.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.'

School Staff Children

School staff children will be given priority under this criterion:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Distance

Distance is measured using a straight line from the centre of the child's permanent address (**as defined by the Local Land and Property Gazetteer**) to the designated main gate of the school. 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 and where that is equal we will determine whose application is progressed with reference to the parent who

is in receipt of Child Benefit, and 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.

We have to make a decision of where the child's home address is because the allocation of school places under the Admissions Policy, where the criteria of distance is used, is determined by reference to the child's 'home address'. Where a child lives with each of their separated parents for different parts of the week, we will treat the child's home address on any application to be where the child sleeps for most of the school week. Where this is an equal time this will be determined by reference to the parents' address who receives the Child Benefit. In cases where the recipient of child benefit is clearly not a main carer of the child, or no one receives Child Benefit, we will consider all of the circumstances and make a determination as to the 'home' address which will be used and provide our reasons for doing so.

- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Waltham Forest School Admissions Service.
- If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Tie-breaker

The tie-breaker is to decide between two applications that cannot otherwise be separated under the distance priority. This is children whose home address is closest to the school measured in a straight line from the Local Land and Property Gazetteer address point of the child's home to the designated main gate of the school, calculated using the computerised mapping system called Routefinder GIS. The tie-break for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be a lottery tie-break draw which will take place with the assistance of an impartial third party, who does not work for the admissions team.

Admission of children outside their normal age group

Waltham Forest's policy is that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances. Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

In addition, the parents/carers of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1

If parent's wish to apply for a place for their child outside of their normal age group, they should submit their application together with any supporting evidence they wish to be considered in respect of their application.

A decision will be made on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school(s) concerned must also be taken into account.

The governing body of schools responsible for their own admissions (academies, voluntary-aided, foundation and free schools) are ultimately responsible for making this decision for applications made to their school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

There is no guarantee that an application will be accepted. If the application is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school.

When informing a parent/carer of their decision on the year group the child should be admitted to, the LA will set out clearly the reasons for their decision.

Deferred Entry and Part time Reception places

A child reaches compulsory school age the term after their fifth birthday. Some parents/carers will feel their child is simply not ready to start school in the September following their fourth birthday and there is flexibility in the Admissions Code to allow for this. Parents/carers can request that:

1. their child attends part-time until they reach compulsory school age. This must be requested directly with the school once a school place has been offered.
2. the date their child is admitted is deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
3. for summer born children, their child is admitted outside of their normal age group.

APPENDIX 3

ADMISSION NUMBERS FOR PRIMARY SCHOOLS

School	PAN 2021/22	School	PAN 2021/22
Ainslie Wood Primary School	60	Oakhill Primary School	30
Barclay Primary School (2 sites)	180	Our Lady and St George's RC	60
Barn Croft Primary School	30	Parkside Primary School	90
Buxton School	120	Riverley Primary School	60
Chapel End Infant & Junior Schools	90	Roger Ascham Primary School	60
Chase Lane Primary School	90	Salisbury Manor Primary School	60
Chingford CofE Primary School	60	Selwyn Primary School	90
Coppermill Primary School	30	South Grove Primary School	60
Davies Lane Primary School	120	St Joseph's RC I & J Schools	60
Dawlish Primary School	30	St Mary's CofE Primary School	90
Downsell Primary School	90	St Mary's RC Primary School	30
Edinburgh Primary School	90	St Patrick's RC Primary School	60
Emmanuel Community School	30	St Saviour's CofE Primary School	60
George Mitchell School	60	Stoneydown Park Primary School	90
George Tomlinson Primary School	90	Sybourn Primary School	90
Greenleaf Primary School	60	Thomas Gamuel Primary School	60
Gwyn Jones Primary School	60	Thorpe Hall Primary School	90
Handsworth Primary School	60	Walthamstow Primary Academy	60
Henry Maynard Primary School	120	Whitehall Primary School	60
Hillyfield Primary Academy (2 sites)	210	Whittingham Primary Academy	60
The Jenny Hammond Primary School	60	Willow Brook Primary Academy	90
Lime Academy Larkwood	90	The Winns Primary School	120
Longshaw Primary Academy	60	Woodford Green Primary School	30
Mayville Primary School	60	Woodside Primary Academy	180
Mission Grove Primary School (2 sites)	120	Yardley Primary School	60
Newport Primary School	120		

APPENDIX 4

ADMISSION NUMBERS FOR SECONDARY SCHOOLS

School	PAN 2021/22
Buxton School	180
Chingford Foundation School	240
Connaught School for Girls	120
Eden Girls School, Waltham Forest	124
Frederick Bremer School	180
George Mitchell School	120
Heathcote School & Science College	240
Highams Park School	240
Holy Family Catholic School and Sixth Form	240
Kelmscott School	180
Lammas School and Sixth Form	180
Leytonstone School	180
Norlington School and 6 th Form	132
South Chingford Foundation School	180
Walthamstow Academy	180
Walthamstow School for Girls	180
Willowfield School	180