

**The London Borough of  
Richmond Upon Thames  
Coordinated Admissions Schemes  
for Secondary, Primary and In  
Year Transfer**

For September 2022 entry

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## SCHEME FOR COORDINATED SECONDARY SCHOOL ADMISSIONS

The London Borough of Richmond upon Thames Local Authority (LA) will be administering admissions to secondary schools in accordance with the Pan London Co-ordinated Admissions scheme. This scheme has been adopted by all London boroughs and adjacent LAs including Surrey County Council, that have agreed to use a common scheme that incorporates a common timetable and application forms which have common elements. All London LAs allow parents to nominate up to six schools in preference order. It is hoped that the commonality of the schemes adopted by all participating authorities will help simplify the application procedure and processing, and help to achieve some equity of treatment for applicants to secondary schools across the London Region.

### Glossary of terms in the scheme

“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the 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”	the form that each LA must have under the Regulations for parents to use to make their applications, set out in rank order
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and participating bordering LAs
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	The document containing 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 is expressed.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates decisions granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day” the day on which outcomes are sent to parents/carers.	1 March in the year following the relevant determination year except that, in any year 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 transmit application and offer data between each LA’s local admission system
“the Pan-London Timetable”	the framework for processing of application data as set out in Schedule 3
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) Regulations 2012 for coordinating arrangements for the admission of pupils to maintained secondary schools and academies

## Applications

1. Applications from Richmond’s residents will be made on Richmond’s Common Application Form, which will be available online, and exceptionally as a paper application. This will include all the fields and information specified in Schedule 2 (attached) to this LA Scheme. These will be supplemented by any additional fields and information deemed necessary by this LA.
2. This LA will advise home LAs of their resident pupils on the roll of this LA’s primary schools and whose parents are eligible to make an application in the forthcoming application year.
3. This LA will take reasonable steps to ensure that every parent who has a child in the last year of primary education within a state funded school, and is a resident in the London Borough of Richmond upon Thames (RBK), has access to the online brochure “Admission to Richmond’s Secondary Schools”

and is advised how to access supplementary information forms for RBK schools. This information will also be available to parents who are non-residents of this LA and will include information on how they can access their Home LA's online application process or paper application if they are unable to apply online.

4. Applicants will be able to express a preference for up to six maintained secondary schools and academies within and/or outside the Home LA.
5. The admission authorities within this LA will not use supplementary information forms except where the information is required to apply the published oversubscription criteria and the information available through the Common Application Form is not sufficient for consideration of the application against a school's published admissions criteria. The LA will seek to ensure admission authorities within its area only collect information that is required by the published admissions criteria, in accordance with the School Admissions Code 2014.
6. Where supplementary information forms are used, information on how to access the forms will be made available on the RBK website. Parents will be advised in the Secondary Schools brochure which schools require these forms to be completed, where to obtain the forms and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their Home LA's Common Application Form, in accordance with the School Admissions Code 2014.
7. In accordance with paragraph 1.9 of the School Admissions Code 2014, the order of preference given on the Common Application Form will not be revealed except where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be given to that LA so that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
8. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has completed their home LA's Common Application Form and the school is nominated on it. This is in accordance with paragraph 2.3 of the School Admissions Code 2014.
9. Where a Common Application Form has been completed, but not a supplementary information form, the preference is still valid and will be considered. However, parents will be advised in the "Admission to Richmond's Secondary Schools" brochure that not submitting a completed supplementary information form to schools which require supplementary information to apply their admissions criteria, may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.
10. Richmond LA undertakes to carry out the address verification process set out in its secondary school admission brochure, in the Business User Guide and in LIAAG's Address Protocol. This will, in all cases, include validation of resident applicants in accordance with described processes, including this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2021**.
11. Richmond LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a "Looked After Child" or previously looked after child and will provide any

additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **12 November 2021**.

12. Richmond LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct age range for the cohort, and forward any supporting documentation to the maintaining LA by **12 November 2021**.
13. This LA will share the details of each application with own admission authority schools within RBK to enable schools to apply their admissions criteria.
14. Schools which receive Common Application Forms in error must inform the LA and send the forms to the LA as soon as possible. If the LA receives supplementary information forms in error, it must send them to the schools as soon as possible.

## Processing

15. Applicants resident within Richmond LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2021**. However this LA will publish information which encourages applicants to submit their applications by **22 October 2021 (i.e. Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
16. Supplementary information forms, where they apply, must be returned to the school by the closing date, which must be specified on the supplementary information form.
17. Application data relating to all preferences to schools in participating LAs, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **12 November 2021**. Supplementary information forms provided with the Common Application will be sent to the maintaining LA by the same date.
18. In consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable, the timetable attached has been drawn up for the processing of application data and the application of admissions criteria. This may be subject to alteration prior to the implementation of this scheme to reflect any required change under Pan London arrangements.
19. Between **15 November and 19 November 2021**, this LA will check the application data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **22 November 2021**.
20. This LA will participate in the data checking exercise to be scheduled between **13 December 2021 and 4 January 2022** in the Pan London timetable.
21. All preferences for schools within this LA will be considered and ranked by the relevant admission authorities between **23 November 2021 and 10 January 2022** for entry in **September 2022**.
22. By **11 January 2022**, all admission authorities within RBK will have provided a list of applicants in criteria order to this LA, and this LA will, for each applicant who has qualified for more than one potential offer, use the highest ranked preference to decide which single potential offer to make. (This is the "Equal Preference System").

## Late Applications

23. This LA will only accept late applications and treat them as equivalent to applications received by the closing date if the parent(s) move into The London Borough of Richmond upon Thames after the closing date and can provide documentary evidence confirming this or if there are exceptional reasons why the application is late. Each late application will be considered separately and on its own merits. Any such applications will need to be received by **9 December 2021**, to enable them to be considered alongside applications received earlier.
24. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
25. Where a parent 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 applications as on time up to **9 December 2021**, on the basis that an on-time application already exists within the Pan London System.
26. Where a parent moves within the borough and wishes to change their preferences to include schools closer to their new home address, any such applications will need to be received by **9 December 2021**, to enable them to be considered alongside applications received earlier.
27. The latest date for the upload of late applications **which are considered to be on-time within the terms of the home LA's scheme to the PLR is 10 December 2021**.
28. Any late applications received after **9 December 2021 but before 1 March 2022** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.

## Exchange of Offers Data via PLR

29. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
30. This LA will upload the highest potential offer (ALT File) available to an applicant for a maintained school in this LA to the PLR by **31 January 2022** maintaining LA to the Home LA.
31. The local admissions system (LAS) of this LA, as the home LA for Richmond parents, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across the maintaining LAs for whose school(s) he/she has applied (provided that those LAs each submit this information within the 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 BUG) which will continue until a steady state is achieved (which the PLR will indicate), or until **11 February 2022** if this is sooner.
32. This LA will not make an additional offer between the end of the iterative process and **1 March 2022** which may impact on an offer being made by another participating LA.

33. Notwithstanding paragraph 32, if an error is identified within the allocation of places at one of this LA's schools/academies, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA), this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
34. This LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2022** in the Pan London timetable.
35. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **23 February 2022**.

### **National Offer Day – 1 March 2022**

36. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference school, receives an offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. All offers will be made using the home to school distance criterion.
37. On **1 March 2022**, this LA will notify all resident applicants of the outcome of their application, and where relevant, the reasons why higher preferences were not offered, whether these were for schools in the home LA or in other participating LAs.
38. Richmond parents whose children do not qualify for a place at any of the schools they apply for (in any LA) will be offered an alternative school on the national offer day (1 March) if at all possible. This school will be the nearest non-selective school to the home address with places remaining for boys and/or girls (as applicable). Allocation will be made in accordance with the school's admission criteria, or the home to school distance criterion. These parents will also be offered the opportunity to make late applications to schools to which they did not originally apply.
39. Details of the pupils to be offered will be made available to each Richmond primary and secondary school on **1 March 2022**.
40. **All initial and subsequent offers will be made by the Home LA throughout the coordinated admissions process and not by schools.**
41. This LA's outcome email will include the information set out in Schedule 2.
42. This LA will provide primary schools with a final destination data of its resident applicants before the end of the **summer term 2023**.



## Post-offer Date Arrangements

43. Parents must accept or decline the offer of a place by **15 March 2022**, or within given deadlines for any subsequent offer. If they do not respond by this date, the LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept or decline the place. Only where the parent fails to respond and the LA can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
44. Where an applicant resident accepts or declines a place in a school maintained by another LA by **15 March 2022**, this LA will forward the information to the maintaining LA by **22 March 2022**. Where such information is received after **15 March 2022**, this LA will pass it to the maintaining LA as and when it is received.
45. **Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from the waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code by the Home LA.**
46. When acting as a maintaining LA, this LA will place an applicant resident in the area of another LA, on a waiting list for any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
47. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
48. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the applicant's home LA.
49. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
50. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
51. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
52. When acting as a home LA, when this LA will accept a change of preference or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 50 and 51 shall apply to the revised order of preferences.
53. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

54. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
55. From **22 March 2022**, this LA, when acting as a home LA, will re-offer any school places that may have become vacant since original offers were made, in accordance with the individual school's admission criteria.
56. This LA, when acting as a home LA, after preferences expressed in accordance with paragraph 4 above have been determined, will allow applicants to express additional preferences before the start of the school term.

### Waiting List Arrangements

57. The letter notifying parents of the outcome of their application will also inform them that their child's name will be automatically placed on the waiting list for higher preference schools in Richmond than the one offered.
58. Parents with a higher preference offer can request that their child's name is added to waiting lists for lower preference schools and his/her name will be added in criteria order.
59. Waiting lists for community schools will be held in criteria order (regardless of when an application is received) until the end of the academic year in **July 2023**. After this date, community school waiting lists will be disbanded and parents will have to request in writing to have their child's name added to a waiting list for any community school.
60. For own admission authority schools and academies, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission arrangements. **All offers will be made to the applicant by the Home LA. Admissions authority schools must not make direct offers to parents.**
61. Parents will be advised that if they want to go on the waiting list for an out borough school they should contact their Home LA.
62. Where a vacancy occurs and a place can be offered from the waiting list, this LA will liaise with the admission authority for the school before advising the parent/carer or Home LA of the offer.
63. For residents of this borough, this LA will check for alternative offers and, if the child has a multiple offer, will give parents a specified time by which to decide which offer they wish to accept. (For non-residents, this LA will advise the home LA of any multiple offers). The outcome will be shared with each affected school and/or LA as appropriate.
64. Applications received after **1 March 2022**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.
65. All further offers from the waiting list will be made by the Home LA after Richmond School Admissions has communicated with the Richmond school to confirm the next child on the waiting list to be offered a place.

## **In Year Admissions**

66. In-Year admissions i.e. the admission of children after the normal age of admission to a school, will be administered in accordance with the agreed In-Year Admissions scheme and the Pan London Protocols. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the academy/school.

## SCHEDULE 1

### RICHMOND CO-ORDINATED SECONDARY ADMISSION ARRANGEMENTS FOR SEPTEMBER 2022 ENTRY

Date	Action
<b>2021</b>	
June	Publicity for Year 5 parents
June – 31 August	Exchange data on out-borough resident Year 5 pupils in LA maintained schools
September	Start of Open Evenings for RBK secondary schools
31 October	Closing date for applications
12 November	Deadline for ADT files to PLR
15 – 19 November	LA to check ADT data before passing onto academies/admission authority schools
22 November	Application data passed to academies/admission authority schools
23 Nov 2021 – 10 Jan 2022	Admission authorities process applications against their admissions criteria
9 December	Final date for receipt of “on-time” applications
10 December	Deadline for upload of files to PLR
13 Dec 2021 – 4 Jan 2022	Checking of applicant data
<b>2022</b>	
11 January	Ranked lists containing all applicants received by LA from academies
31 Jan – 11 Feb	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
12 February	Final ALT file to PLR
14 – 22 February	Checking of offer data
23 February	Deadline for online ALT file to portal
1 March	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
15 March	Deadline for return of parental responses
22 March	Deadline for transfer of acceptances/declines to maintaining LAs

## SCHEDULE 2

This LA's Common Application Form will contain the following data fields as a minimum:

### Child's details:

Surname  
First name  
Middle name  
Date of Birth  
Gender  
Home address  
Name of current primary school  
Address of primary school (if outside Home LA)

### Parent/Carer details:

Title  
Surname  
First name/initials  
Address (if different to child's address)  
Telephone Number (Home, Daytime, Mobile)  
Email address  
Relationship to child

### Details of each school given as a preference (up to a maximum of six):

Name of secondary school  
Address of secondary school  
Preference ranking  
Local Authority in which school is based  
DfE Number of secondary school

### Additional information:

- Reasons for preferences (including any particular family, social or medical needs)
- Does the applicant have an Education and Health Care Plan Y/N
- Is the applicant a Looked After Child (CLA)? Y/N  
If yes, name of local authority responsible for the child
- 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 local authority responsible for the child
- If the applicant has sibling(s), name of school sibling(s) attend  
Surname of Sibling  
Forename of Sibling  
DOB of Sibling  
Name of school sibling attends

## **Other**

- Signature of parent or guardian
- Date of signature
- Where a school for which the applicant has applied requires further information to apply its admission criteria, parents are advised to complete such supplementary information forms.

## SCHEDULE 3

### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

#### Template Outcome Letter for Admissions to Year 7 and Reception in 2022/2023

From: Home LA

Date: **1 March 2022 (sec)**

**16 April 2022 (prim)**

Dear Parent,

Application for a Secondary / Primary School

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

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

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of Richmond are included in the notes for parents. If the school is outside the borough of Richmond, 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 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 or to join the waiting list of another school. Please email your request to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) )

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools, but the letter should confirm that this has been done.)

Please email your response to this offer by **15 March 2022 (sec)/30 April 2022 (prim)**. If you have any **questions about this letter, please contact me on \_\_\_\_\_**.

**Yours sincerely**

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



## SCHEME FOR COORDINATED PRIMARY SCHOOL ADMISSIONS

The London Borough of Richmond upon Thames Local Authority (LA) will be administering admissions to primary schools in accordance with the Pan London Co-ordinated Admissions scheme. This scheme has been adopted by all London boroughs and adjacent LAs including Surrey County Council, that have agreed to use a common scheme that incorporates a common timetable and application forms which have common elements. All London LAs allow parents to nominate up to six schools in preference order. It is hoped that the commonality of the schemes adopted by all participating authorities will help simplify the application procedure and processing, and help to achieve some equity of treatment for applicants to secondary schools across the London Region.

### Glossary of terms in the scheme

“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
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“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	the form that each LA must have under the Regulations for parents to use to make their applications, set out in rank order
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and participating bordering LAs
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	The document containing 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 is expressed.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates decisions granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day” the day on which outcomes are sent to parents/carers.	16 April in the year following the relevant determination year except that, in any year 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 transmit application and offer data between each LA’s local admission system
“the Pan-London Timetable”	the framework for processing of application data as set out in Schedule 3
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) Regulations 2012 for coordinating arrangements for the admission of pupils to maintained secondary schools and academies

## Applications

1. Applications from Richmond's residents will be made on Richmond's Common Application Form, which will be available online, and exceptionally as a paper application. This will include all the fields and information specified in Schedule 2 (attached) to this LA Scheme. These will be supplemented by any additional fields and information deemed necessary by this LA.
2. This LA will take reasonable steps to ensure that information about applying for a primary school and the primary admissions brochure will be available through primary schools, libraries, pre-school settings; and will include information on how parents/carers can apply via their home LA’s Common Application Form.

3. The admission authorities within this LA will not use supplementary information forms except where the information is required to apply the published oversubscription criteria and the information available through the Common Application Form is not sufficient for consideration of the application against a school's published admissions criteria. The LA will seek to ensure admission authorities within its area only collect information that is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used, these will be made available from the relevant primary school. Parents will be advised in the brochure to contact school/academies to check whether they require these forms to be completed, where to obtain the forms and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their home LA's Common Application Form, in accordance with the School Admissions Code.
5. Where supplementary information forms are used, these will be made available from the relevant primary school. Parents will be advised in the brochure to contact school/academies to check whether they require these forms to be completed, where to obtain the forms and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their home LA's Common Application Form, in accordance with the School Admissions Code.
6. Schools which receive Common Application Forms in error must inform the LA and send the forms to the LA as soon as possible. If the LA receives supplementary information forms in error, it must send them to the schools as soon as possible.
7. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the home LA. Applicants will be advised that they will receive no more than one offer of a school place on 19 April 2022.
8. The order of preference given on the Common Application Form will not be revealed except where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools/academies will be given to that LA so that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
9. Where a Common Application Form has been completed, but not a supplementary information form, the preference is still valid and will be considered. However, parents will be advised in the Primary Admissions brochure that not submitting a completed supplementary information form to schools/academies which require supplementary information to apply their admissions criteria, may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.
10. Richmond LA undertakes to carry out the address verification process set out in its primary school admissions brochure and its entry in the LIAAG Address Protocol and Business User Guide. This will, in all cases, include validation of addresses in accordance with described processes and investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2022**.

11. Richmond LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a “Looked After Child” 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 **4 February 2022**.
12. Richmond LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct age range for the cohort, and forward any supporting documentation to the maintaining LA by **4 February 2022**.
13. This LA will share the details of each application with own admission authority schools within RBK to enable schools to apply their admissions criteria.

### Processing (including late applications)

14. Applicants resident within Richmond LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by the closing date of **15 January 2022**. Supplementary information forms, where they apply, must be returned to the school by the closing date of **15 January 2022**, which must be specified on the supplementary information form.
15. Application data relating to preferences for schools/academies in other participating LAs, which have been expressed within the terms of this LA’s scheme, will be up-loaded to the PLR by **4 February 2022**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.
16. This LA will participate in the checking of applicant data between **14 February and 25 February 2022** in the Pan London timetable.
17. This LA will only accept late applications and treat them as equivalent to applications received by the closing date if the parent(s) move into The London Borough of Richmond upon Thames after the closing date and can provide documentary evidence confirming this or if there are exceptional reasons why the application is late. Each late application will be considered separately and on its own merits. Any such applications will need to be received by **10 February 2022**, to enable them to be considered alongside applications received earlier.
18. Where such applications contain preferences for schools/academies in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA’s scheme and pass them on to RBK schools/academies for ranking as on time applications.
19. Where a parent 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 applications as on time up to **10 February 2022** on the basis that an on-time application already exists within the Pan London System
20. Where a parent moves within the borough and wishes to change their preferences to include schools/academies closer to their new home address, any such applications will need to be received by **10 February 2022**, to enable them to be considered alongside applications received earlier

21. The latest date for the upload to the PLR of late applications **which are considered to be on-time within the terms of the home LA's scheme, is 11 February 2022.**
22. Any late applications received after **10 February 2022 but before 19 April 2022** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.
23. In consultation with the school admission authorities within Richmond LA's area and within the framework of the Pan-London timetable, the draft timetable attached has been drawn up for the processing of application data and the application of admissions criteria. This may be subject to alteration prior to the implementation of this scheme to reflect any required change under Pan London arrangements.
24. Between **14 and 25 February 2022**, this LA will check applicant data received via the PLR and prepare details of applicants to be sent to own admission authority schools/academies by **28 February 2022.**
25. All preferences for schools/academies within this LA will be considered by the relevant admission authorities between **1 March and 8 March 2022** for entry in **September 2022.**
26. By **9 March 2022**, all admission authorities within the London Borough of Richmond upon Thames will have provided a list of applicants in criteria order to this LA and this LA shall, for each applicant who has qualified for more than one potential offer, use the highest ranked preference to decide which single potential offer to make (this is the "Equal Preference System").
27. **Between 9 March 2022 and 16 March 2022**, this LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (local admissions system) before uploading data to the PLR.
28. This LA will upload the highest potential offer (ALT File) available to an applicant for all maintained schools and academies in this LA to the PLR by **17 March 2022.** The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.
29. The local admissions system (LAS) of this LA, as the home LA for Richmond parents, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across the maintaining LAs for whose school(s) he/she has applied (provided that those LAs each submit this information within the 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 BUG) which will continue until a steady state is achieved (which the PLR will indicate), or until **25 March 2022** if this is sooner.
30. Richmond LA will not make an additional offer between the end of the iterative process and **19 April 2022**, which may impact on an offer being made by another participating LA.
31. Notwithstanding paragraph 30, if an error is identified within the allocation of places at one of this LA's schools/academies, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA), this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

32. This LA will participate in the offer data checking exercise scheduled between **25 March 2022 and 6 April 2022** in the Pan London timetable.
33. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **11 April 2022**.

### **National Offer Day - 19 April 2022**

34. On **19 April 2022**, this LA will send out notification of the outcome to resident applicants. This LA will inform all resident applicants of their highest offer of a school place and where relevant, the reasons why higher preferences were not offered, whether these were for schools/academies in the home LA or in other participating LAs.
35. Richmond LA's outcome letter template will include the information set out in Schedule 2.
36. Richmond parents whose children do not qualify for a place at any of the schools/academies they apply for (in any LA) will be offered an alternative school on **19 April 2022**, if at all possible. This school will be the nearest school to the home address with places remaining. Allocation will be made in accordance with the school's admission criteria or based on home to school distance. These parents will also be offered the opportunity to make late applications to schools/academies to which they did not originally apply.
37. Details of the pupils to be offered will be made available to each Richmond primary school by **19 April 2022**. **All initial and subsequent offers will be made by the Home LA throughout the coordinated admissions process and not by schools.**

### **Post-offer Date Arrangements**

38. Parents must accept or decline the offer of a place by **4 May 2022**, or within a specified time for any subsequent offer. If they do not respond by this date, the LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept or decline the place. Only where the parent fails to respond and the LA can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
39. Where an applicant resident accepts or declines a place in a school maintained by another LA by **4 May 2022**, this LA will forward the information to the maintaining LA by 11 May 2022. Where such information is received after **4 May 2021**, this LA will pass it to the maintaining LA as and when it is received.
40. When acting as a maintaining LA, this LA will place an applicant resident in the area of another LA, on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
41. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with the School Admissions Code 2014 by the Home LA.

42. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
43. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the applicant's home LA.
44. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
45. When acting as a home LA, this LA will offer a place at a maintained school or an 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.
46. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
47. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 45 and 46 shall apply to the revised order of preferences.
48. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
49. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools/academies in its area.
50. From **11 May 2022**, this LA, when acting as a home LA, will re-offer any Richmond school places that may have become vacant since original offers were made, in accordance with the individual school's admission criteria.
51. This LA, when acting as a home LA, after preferences expressed in accordance with paragraph 7 above have been determined, will allow applicants to express additional preferences before the start of the school term.

### **Waiting List Arrangements**

52. The letter notifying parents of the outcome of their application will also inform them that their child's name will be automatically placed on the waiting list for higher preference schools in Richmond than the one offered.
53. Parents with a higher preference offer can request that their child's name is added to waiting lists for lower preference schools and his/her name will be added in criteria order.
54. Waiting lists for community schools will be held in criteria order (regardless of when an application is received) until the end of the academic year in **July 2023**. After this date, community school waiting

lists will be disbanded and parents will have to request in writing to have their child's name added to a waiting list for any community school.

55. For own admission authority schools and academies, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission arrangements. **All offers will be made to the applicant by the Home LA. Admissions authority schools must not make direct offers to parents.**
56. Parents will be advised that if they want to go on the waiting list for an out borough school they should contact their Home LA.
57. Where a vacancy occurs and a place can be offered from the waiting list, this LA will liaise with the admission authority for the school before advising the parent/carer or Home LA of the offer.
58. For residents of this borough, this LA will check for alternative offers and, if the child has a multiple offer, will give parents a specified time by which to decide which offer they wish to accept. (For non-residents, this LA will advise the home LA of any multiple offers). The outcome will be shared with each affected school and/or LA as appropriate.
59. Applications received after **19 April 2022**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.
60. All further offers from the waiting list will be made by the Home LA after Richmond School Admissions has communicated with the Richmond school to confirm the next child on the waiting list to be offered a place.

### **In Year Admissions**

61. In-Year admissions (overage admissions), i.e. the admission of children after the normal age of admission to a school, will be administered in accordance with the agreed In-Year Admissions scheme and the Pan London Protocols. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.



## SCHEDULE 1

### KINGSTON CO-ORDINATED PRIMARY ADMISSION ARRANGEMENTS FOR SEPTEMBER 2022 ENTRY

Date	Action
<b>2022</b>	
15 January	Statutory deadline for receipt of applications
4 February	Deadline for transfer of application data by Home LA to PLR
10 February	Final date for receipt of late for “on-time” applications
11 February	Deadline for upload of files to PLR
14 – 25 February	Check final on time data
28 February	Pass application data to VA/Foundation schools/academies for ranking
1 March – 8 March	VA/Foundation schools/academies process applications against admissions criteria
9 March	Ranked lists containing all applicants received by LA from VA/Foundation schools/academies
9 - 16 March	LA –check ranked lists in the admission system
17 March	Deadline for the transfer of the ALT file to PLR
18 – 23 March	Sending/receiving of potential offers and declines via PLR to out of borough LAs to identify single offer
24 March	Final ALT file to PLR
25 March – 6 April	LA checking of offers and declines data
11 April	Deadline for the transfer of outcomes of online applications to the E-Admissions portal (ALT file)
19 April	Email outcomes of applications to resident parents/guardians and inform RBK schools/academies of final offers
4 May	Deadline for receipt of acceptances and refusals
11 May	Deadline for transfer of acceptances/declines to RBK schools/academies and maintaining LAs

## SCHEDULE 2

### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

This LA's Common Application Form will contain the following data fields as a minimum:

#### **Child's details:**

Surname  
First name  
Middle name  
Date of Birth  
Gender  
Home address  
Name of current primary school  
Address of current school

#### **Parent/Carer details:**

Title  
Surname  
First name/initials  
Address (if different to child's address)  
Telephone Number (Home, Daytime, Mobile)  
Email address  
Relationship to child

#### **Preference details (up to a maximum of six):**

Name of school  
Address of school  
Preference ranking  
Local Authority in which school is based

#### **Additional information:**

- Reasons for preferences (including any particular family, social or medical needs)
- Does the applicant have an Education and Health Care Plan Y/N
- Is the applicant a Looked After Child (CLA)? Y/N  
If yes, name of local authority responsible for the child
- 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 local authority responsible for the child
- If the applicant has sibling(s)  
Surname of Sibling  
Forename of Sibling  
DOB of Sibling  
Name of school sibling attends

**Other**

- Signature of parent or guardian
- Date of signature
- Where a school for which the applicant has applied requires further information to apply its admission criteria, parents are advised to complete such supplementary information forms.

## SCHEDULE 3

### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

#### Template Outcome Letter for Admissions to Year 7 and Reception in 2022/2023

From: Home LA

Date: **1 March 2022 (sec)**

**16 April 2022 (prim)**

Dear Parent,

Application for a Secondary / Primary School

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

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

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of Richmond are included in the notes for parents. If the school is outside the borough of Richmond, 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 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 or to join the waiting list of another school. Please email your request to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) )

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools, but the letter should confirm that this has been done.)

Please email your response to this offer by **15 March 2022 (sec)/30 April 2022 (prim)**. If you have any **questions about this letter, please contact me on \_\_\_\_\_**.

**Yours sincerely**

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

## **SCHEME FOR IN-YEAR ADMISSIONS FOR THE 2022/2023 SCHOOL YEAR**

1. All in-year applications for a maintained school or academy within the London Borough of Richmond upon Thames must be made to Richmond LA on the LA's in-year application form on which applicants can list up to four schools in order of preference. Any form received by a maintained school or academy must be forwarded to the LA for processing.
2. Following recording and verification, Richmond LA will immediately share the application with the relevant admission authorities via SAM. This will include a completed Pupil Information Form (PIF) where available.
3. Applicants will be advised to complete a supplementary information form if required, to enable an admission authority to apply its published oversubscription criteria.
4. If a Richmond school receives a supplementary information form, it will first confirm with Richmond LA that the school has been named on a completed in-year application form.
5. Where parents/carers have provided reasons for a preference school, the information will be forwarded to the admission authority, via SAM.
6. Where parents/carers have provided additional documents in support of their application i.e. exceptional reasons, this will be forwarded to the admission authority via a secure document exchange.
7. Each admission authority will consider and rank an application as necessary and will inform Richmond LA of the outcome of the application, and the applicant of the offer or refusal.
8. Via SAM, each admission authority can view all the applications received for its school, including discarded preferences where a higher preference offer has been made at another school. This will keep each school informed of the total number of applications it has received.
9. Richmond LA will advise parents/carers that their child's name will be placed on the waiting list for higher preference Richmond schools than the one offered.
10. If a place cannot be offered at a school, the admission authority must advise the applicant of their right of appeal, how to obtain appeal documentation and waiting list arrangements and testing arrangements at selective schools as appropriate.
11. Schools must keep the LA advised of all application outcomes and vacancies as they occur so that the LA is able to keep abreast of availability of places. This is in accordance with paragraph 2.22 of the School Admissions Code 2014.
12. Where an applicant lives outside the borough, Richmond LA will advise the home LA of the application and outcome only where the offer of a place is made and accepted by the parent; a parent of a child not in education declines an offer of a place; a parent of a child not in education is unsuccessful with their application. This information exchange will enable local authorities and schools to work together to safeguard children and identify children missing education (CME).