

Pan-London Co-ordinated Admissions System

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide”	the document issued annually to participating LA setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the 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”	the document containing the address verification

Verification Register”	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 eAdmissions 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 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 schools and academies.

Template LA Scheme for Co-ordination of Admissions to Reception in 2024/25

Applications

1. Applications from residents of Royal Greenwich LA will be made on Royal Greenwich 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 I to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Royal Greenwich LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Royal Greenwich LA will take all reasonable steps to ensure that every parent/carer who is resident in Royal Greenwich LA and has a child in their last year of primary education within a maintained school or academy, either in Royal Greenwich LA or any other maintaining LA, is informed how they can access Royal Greenwich LA's composite prospectus and apply online. The composite prospectus will also be accessible to parents/carers who do not live in Royal Greenwich LA, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Royal Greenwich LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Royal Greenwich LA, Royal Greenwich 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 2021.

4. Where supplementary information forms are used by admission authorities in Royal Greenwich LA, they will be available on Royal Greenwich LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Royal Greenwich LA's composite prospectus and website will indicate which schools in Royal Greenwich LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Royal Greenwich LA receives a supplementary information form, Royal Greenwich LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Royal Greenwich LA in accordance with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Royal Greenwich LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Royal Greenwich LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against Royal Greenwich's Council Tax records and the further investigation of any discrepancy. Where Royal Greenwich LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **9 February 2024**.
9. Royal Greenwich LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or

previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **2 February 2024**.

10. Royal Greenwich LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **2 February 2024**.

Processing

11. Applicants resident within Royal Greenwich LA must return the Common Application Form, which will be available and able to be submitted on-line, to Royal Greenwich LA by **15 January 2024**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Royal Greenwich LA's scheme, will be up-loaded to the PLR by **2 February 2024**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Royal Greenwich LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3B, will determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Royal Greenwich LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Royal Greenwich LA will forward the details to maintaining LAs via the PLR as they are received. Royal Greenwich LA will accept late applications which are considered to be on time if they are received by **8 February 2024** where family or other circumstances made it impossible to apply by the closing date.

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 **9 February 2024**.
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 **8 February 2024**, on the basis that an on-time application already exists within the Pan-London system.
18. Royal Greenwich LA will participate in the application data checking exercise scheduled between **12 and 16 February 2024** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Royal Greenwich LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Royal Greenwich LA have provided a list of applicants in criteria order to Royal Greenwich LA, Royal Greenwich 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. Royal Greenwich 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 Royal Greenwich LA's area before uploading data to the PLR.
21. Royal Greenwich LA will upload the highest potential offer available to an applicant for a maintained school or academy in Royal Greenwich LA to the PLR by **14 March 2024**. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.
22. The LAS of Royal Greenwich LA will eliminate, as a home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the

Business User Guide) which will continue until notification that a steady state has been achieved or until **22 March 2024** if this is sooner.

23. Royal Greenwich LA will not make an additional offer between the end of the iterative process and **16 April 2024** 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 Royal Greenwich LA, Royal Greenwich 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) Royal Greenwich 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, Royal Greenwich LA will accept that the applicant(s) affected might receive a multiple offer.
25. Royal Greenwich LA will participate in the offer data checking exercise scheduled between **25 March and 10 April 2024** in the Pan-London timetable in Schedule 3B.
26. Royal Greenwich LA will send a file to the eadmissions portal with outcomes for all resident applicants who have applied online no later than **10 April 2024** (33 London LAs & Surrey only).

Offers

27. Royal Greenwich LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. Places will be allocated on the basis of home/school distance. The allocated school will be the nearest school that still has a vacancy after offers have been made.
28. Royal Greenwich LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher

preferences were not offered, whether they were for schools in the home LA or in other participating LAs.

29. Royal Greenwich LA's outcome letter will include the information set out in Schedule 2.
30. Royal Greenwich LA will, on **16 April 2024**, send a notification of the outcome to resident applicants. Online applicants will receive an electronic notification and paper applicants will be sent their outcome by first class post.
31. Royal Greenwich LA will provide nursery and primary schools with destination data of its resident applicants by the **end of the summer term 2024**.

Post Offer

32. Royal Greenwich LA will request that resident applicants accept or decline the offer of a place by **30 April 2024**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Royal Greenwich LA accepts or declines a place in a school maintained by another LA by **30 April 2024**, Royal Greenwich LA will forward the information to the maintaining LA by **8 May 2024**. Where such information is received from applicants after **1 May 2024**, Royal Greenwich LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Royal Greenwich LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
35. When acting as a maintaining LA, Royal Greenwich LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school.

36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Royal Greenwich LA's area, the admission authority will inform Royal Greenwich LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Royal Greenwich LA will inform the home LA, where different, of an offer for a maintained school or Academy in Royal Greenwich 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.
38. When acting as a maintaining LA, Royal Greenwich LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Royal Greenwich 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.
40. When acting as a home LA, when Royal Greenwich LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Royal Greenwich 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.
41. When acting as a home LA, when Royal Greenwich 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 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, Royal Greenwich LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Royal Greenwich LA will accept a change of preferences or preference order (including re-instated or additional preferences) from home LAs for maintained schools and academies in its area.

44. Royal Greenwich, when acting as a maintaining LA, will automatically add an applicant's name to the waiting list for any school listed as a higher preference than the school offered. Waiting lists are maintained in admission criteria order. Any places that become available will be offered to the child ranked highest on the list. Waiting lists will be maintained until the end of the **2024/25** academic year.
45. Royal Greenwich, when acting as a home LA, will make further offers of any places which become available after National Offer Day from **14 May 2024**.
46. After preferences expressed in accordance with paragraph 7 above have been determined, Royal Greenwich, when acting as a home LA, will consider all additional preferences expressed by applicants before the start of the school term. The number of additional preferences will be unrestricted.

Note: This scheme also applies to admissions to maintaining LA junior schools (Year 3) where Royal Greenwich acts as the home LA.

Template Scheme for Co-ordination of Admissions to Year 7 in 2024/25

Applications

1. Royal Greenwich LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Royal Greenwich LA will be made on Royal Greenwich 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 I to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Royal Greenwich LA to enable the admission

authorities in Royal Greenwich LA's area to apply their published oversubscription criteria.

3. Royal Greenwich LA will take all reasonable steps to ensure that every parent/carer who is resident in Royal Greenwich LA and has a child in their last year of primary education within a maintained school or academy, either in Royal Greenwich LA or any other maintaining LA, is informed how they can access Royal Greenwich LA's composite prospectus and apply online. The composite prospectus will also be accessible to parents/carers who do not live in Royal Greenwich LA, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Royal Greenwich LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Royal Greenwich LA, the LA will seek to ensure that these only collect information that is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in Royal Greenwich LA, they will be available on Royal Greenwich LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Royal Greenwich LA's composite prospectus and website will indicate which schools in Royal Greenwich LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Royal Greenwich LA receives a supplementary information form, Royal Greenwich LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. Applicants will be able to express a preference for six maintained secondary schools or academies within and/or outside the home LA.

8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Royal Greenwich LA in accordance with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Royal Greenwich LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
9. Royal Greenwich LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Royal Greenwich's Council Tax records and the further investigation of any discrepancy. Where Royal Greenwich LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **14 December 2023**.
10. Royal Greenwich LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request to the maintaining LA in respect of a preference for a school in its area by **14 November 2023**.
11. Royal Greenwich LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **14 November 2023**.

Processing

12. Applicants residing within Royal Greenwich LA must return the Common Application Form, which will be available and able to be submitted on-line, to Royal Greenwich LA by **31 October 2023**.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Royal Greenwich LA's scheme, will be up-loaded to the PLR by **14 November 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Royal Greenwich LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, will determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Royal Greenwich LA 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, Royal Greenwich LA will forward the details to maintaining LAs via the PLR as they are received. Royal Greenwich LA will accept late applications which are considered to be on time if they are received by **12 December 2023** where family or other circumstances made it impossible to apply by the closing date.
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 **14 December 2023**.
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 **12 December 2023**, on the basis that an on-time application already exists within the Pan-London system.
19. Royal Greenwich LA will participate in the application data checking exercise scheduled between **15 December 2023** and **2 January 2024** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Royal Greenwich LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Royal Greenwich LA have provided a list of applicants in criteria order to Royal Greenwich LA,

Royal Greenwich 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. Royal Greenwich 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 in Royal Greenwich LA before uploading data to the PLR.
22. Royal Greenwich LA will upload the highest potential offer available to an applicant for a maintained school or academy in Royal Greenwich LA to the PLR by **29 January 2024**. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.
23. The LAS of Royal Greenwich LA will eliminate, as a home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **12 February 2024**. Where a management decision is made that additional iterations are necessary, these will continue no later than **13 February 2024**.
24. Royal Greenwich LA will not make an additional offer between the end of the iterative process and **1 March 2024** 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 Royal Greenwich, Royal Greenwich 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) Royal Greenwich 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, Royal Greenwich LA will accept that the applicant(s) affected might receive a multiple offer.

26. Royal Greenwich LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2024** in the Pan-London timetable in Schedule 3A.
27. Royal Greenwich LA will send a file to the eadmissions portal with outcomes for all resident applicants who have applied online no later than **26 February 2024** (33 London LAs & Surrey only).

Offers

28. Royal Greenwich LA 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 2021. Places will be allocated on the basis of home/school distance. The allocated school will be the nearest school that still has a vacancy after offers have been made.
29. Royal Greenwich LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the home LA or in other participating LAs.
30. Royal Greenwich LA's outcome letter will include the information set out in Schedule 2.
- 3.1 Royal Greenwich LA will, on **1 March 2024**, send a notification of the outcome to resident applicants. Online applicants will receive an electronic notification and paper applicants will be sent their outcome by first class post.
31. Royal Greenwich LA will provide primary schools with destination data of its resident applicants by the end of the summer term **2024**.

Post Offer

32. Royal Greenwich will request that resident applicants accept or decline the offer of a place by **15 March 2024**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Royal Greenwich LA accepts or declines a place in a school within the area of another LA by **15 March 2024**, Royal Greenwich LA will forward the information to the maintaining LA by **22 March 2024**. Where such information is received from applicants after **15 March 2024**, Royal Greenwich LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Royal Greenwich LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
35. When acting as a maintaining LA, Royal Greenwich LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Royal Greenwich LA's area, the admission authority will inform Royal Greenwich LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Royal Greenwich LA 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, Royal Greenwich 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.

39. When acting as a home LA, when Royal Greenwich LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Royal Greenwich 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.
40. When acting as a home LA, when Royal Greenwich LA 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.
41. When acting as a maintaining LA, Royal Greenwich LA 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, Royal Greenwich LA will accept a change of preferences or preference order (including re-instated or additional preferences) from home LAs for maintained schools and academies in its area.
43. Royal Greenwich, when acting as a maintaining LA, will automatically add an applicant's name to the waiting list for any school listed as a higher preference than the school offered. Waiting lists are maintained in admission criteria order. Any places that become available will be offered to the child ranked highest on the list. Waiting lists will be maintained until the end of the **2024/25** academic year.
44. Royal Greenwich, when acting as a home LA, will make further offers of any places which become available after National Offer Day from **15 March 2024**.
45. After preferences expressed in accordance with paragraph 7 above have been determined, Royal Greenwich, when acting as a home LA, will consider all additional preferences expressed by applicants before the start of the school term. The number of additional preferences will be unrestricted.

Note: This scheme also applies to atypical admissions to maintaining LA university technology colleges, city technology colleges and studio schools (Year 10) where Royal Greenwich acts as the home LA.

SCHEDULE I

Minimum Content of Common Application Form for Admissions to Reception and Year 7 in 2024/25

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone number (daytime contact)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Is the child a 'Child Looked After' (LAC)? Y/N

Is the child formerly LAC 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

Date of birth of sibling

Gender identified of sibling

Name of school sibling attends

Other:

Signature of parent or carer

Date of signature

SCHEDULE 2

Template Outcome Letter for Admissions to Reception and Year 7 in 2024/25

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

From: Royal Greenwich LA

Date: 1 March 2024 (secondary) / 16 April 2024 (primary)

Dear Parent,

Application for a Primary / Secondary School

I am writing to advise you that it has been possible to offer «child name» a place at «named school» for entry in September 2024.

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

In accordance with the co-ordinated admission arrangements, Royal Greenwich must offer the highest ranked preference possible. Offers which could have been made for any school 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 why your child was not offered a place at any of the schools listed on your application form, you should contact the admission authority responsible for admissions to the school within the next few days. Details of the admissions criteria for each Royal Greenwich school can be found in our 'Primary/Secondary Schools in Royal Greenwich 2024/25' booklet. If the school is an own admission authority school (academy, free or voluntary aided) you will need to contact the school direct. Alternatively, if the school is outside the Royal Borough of Greenwich, you should contact the relevant authority in which the school is situated or the school itself.

Under the School Standards and Framework Act (1998), you have the right to appeal against the decision not to offer your child a place at any of the schools for which you have applied. If you wish to appeal for an own admission authority or an out-borough school, you will need to contact the admission authority for the school within the next few days to obtain details of their appeals procedure and the date by which an appeal must be lodged. If you wish to appeal for a Royal Greenwich community school, an appeal form and guidance notes on the procedure are available on our website at www.royalgreenwich.gov.uk/admissions. **Your completed appeal form must be returned to us by 29 March 2024/14 May 2024.** Appeals are normally heard during May, June and July. The date of your appeal will be confirmed by the clerk to the Independent Appeals Panel.

Your child's name will automatically be added to the waiting list for any school you listed as a higher preference than the school offered. This also applies if you are not offered any of your preference schools. If you do not want your child's name added to a school's waiting list, you will need to let us know. You can do this by emailing us at school-admissions@royalgreenwich.gov.uk. Waiting list positions will be available on the Royal Greenwich website from April/May (secondary/primary) 2024. To use our online waiting list checker, go to www.royalgreenwich.gov.uk/admissions. Please note that you will need your child's application reference number. This can be found on the first page of this letter.

If you are appealing or requesting a place on the waiting list for any of your higher preference school(s), you should not decline a place at the school you have been offered in the event your appeal is unsuccessful. The outcome of your appeal will not be influenced by the acceptance or decline of a place at «named school». However, should you decline this offer and your appeal is unsuccessful, your child may be allocated a school much further away.

As you have been offered a preference school we will assume that you would like to accept this offer. In the unlikely event that you do not wish to accept the offer, you will need to let us know in writing **by 15 March 2024** (secondary)/**30 April 2024** (primary). You may do this in one of the following ways:

- ❖ You can email us at: school-admissions@royalgreenwich.gov.uk
- ❖ You can write to us at the address confirmed at the top of this letter.

The school has been notified of this offer and, in due course, will contact you to provide further information about the arrangements for the admission of «child name» to the school. In the meantime, please do not contact the school.

Yours sincerely,

SCHEDULE 3

Timetable for Admissions to Reception in 2024/25

Mon 15 Jan 2024	Statutory deadline for receipt of applications
Fri 2 Feb 2024	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Thurs 8 Feb 2024	Deadline for the receipt of late applications considered as 'on-time' by parents to Royal Greenwich LA
Fri 9 Feb 2024	Deadline for the upload of late applications considered as 'on-time' to the PLR
Mon 12 - Fri 16 Feb 2024	Checking of application data
Mon 19 Feb 2024	Ranking applications
Thurs 14 Mar 2024	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file)
Fri 22 Mar 2024	Final ALT file to PLR
Mon 25 Mar -Wed 10	Checking of offer data

2024	
Wed 10 Apr 2024	Deadline for on-line ALT file to portal
Tues 16 Apr 2024	Offer notifications sent
Tues 30 Apr 2024	Deadline for acceptances
Wed 8 May 2024	Deadline for transfer of acceptances to maintaining LAs

Timetable for Admissions to Year 7 in 2024/25

Mon 31 Oct 2023	Statutory deadline for receipt of applications
Mon 14 Nov 2023	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Tues 12 Dec 2023	Deadline for the receipt of late applications considered as 'on-time' by parents to Royal Greenwich LA
Thurs 14 Dec 2023	Deadline for the upload of late applications considered as 'on-time' to the PLR
Fri 15 Dec 2023 - Tues 2 Jan 2024	Checking of application data
Wed 3 Jan 2024	Ranking applications
Wed 29 Jan 2024	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Mon 12 Feb 2024	Final ALT file to PLR
Tues 12 - Wed 13 Feb 2024	Additional iterations if needed
Thurs 14 Feb - Fri 23 Feb 2024	Checking of offer data
Mon 26 Feb 2024	Deadline for on-line ALT file to portal
Fri 1 Mar 2024	Offer notifications sent

Fri 15 Mar 2024	Deadline for acceptances
Fri 22 Mar 2024	Deadline for transfer of acceptances to maintaining LAs