

Thurrock Council

Co-ordinated admissions scheme into reception/junior in 2023/24

This scheme for the co-ordination of admissions to reception/junior school in 2023/24 has been produced in accordance with the Template Scheme agreed for use by the local authorities within the Pan-London Register.

It contains technical terms relating to admissions procedures. The glossary provided below explains these terms and provides some background information to them.

Definitions used in the template scheme

"the Application Year"	the academic year in which the parent makes an application – that is, the academic year preceding the academic year of entry
"the Board"	the Pan-London Admissions Executive Board, which is responsible for the Scheme
"the Business User Guide (BUG)"	the document issued annually to each participating local authority (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 and child is resident
"the LIAAG Address Verification Register"	the document containing the address verification policy of each participating LA

"the Local Admission System (LAS)"	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
"the Maintaining LA"	the LA which maintains a school or within whose area an academy is situated, for which a preference has been expressed
"the Mandatory Elements"	those elements of the Template Scheme to which authorities must subscribe in order to be considered as 'Participating Authorities' and to benefit from use of the Pan-London Register
"the Notification Letter"	the agreed form of letter sent to applicants on the prescribed day, which communicates any determination granting or refusing admission to a primary or secondary school
"the Prescribed Day"	<p>the day on which outcome letters are posted to parents/carers:</p> <ul style="list-style-type: none"> • for secondary schools, this is 1 March in the year in which the child will be admitted except that, in any year in which that day is not a working day, the prescribed day shall be the next working day • for primary schools, this is 16 April in the year in which the child will be admitted 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 2
"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) (England) Regulations 2012 for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies

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LA scheme for co-ordination of admissions to reception/junior in 2023/24

Applications

1. Applications from residents of this local authority (LA) will be made on this LA's common application form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child due to start reception in **September 2023**, receives information on how to apply online or how to obtain a booklet and application form if necessary. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's application form.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the 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 this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. This LA's admission booklet and website will remind parents of the need to complete supplementary forms where necessary.
5. Where a school in this LA receives a supplementary information form, this 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 **four** maintained infant, junior or 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 this LA in accordance with paragraph 1.9 of the School Admissions Code 2021. However, 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 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. This LA undertakes to carry out address verification processes. Where this 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 **10 February 2023**.

- 9 This LA will confirm the status of any resident child for whom it receives an application form stating s/he is a 'Child Looked After', or 'Previously Looked After Child' and will provide any additional evidence upon receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **3 February 2023**.
- 10 This LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

Processing

- 11 Applicants' resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15 January 2023**.
- 12 Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme will be up-loaded to the Pan London Register (PLR) by **3 February 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
- 13 The LA will notify the governing bodies of schools and academies acting as their own admissions authorities (foundation and voluntary aided schools and academies) of every preference expressed for those schools by the **14 February 2023**. The admissions authorities will apply their published admission criteria to the preferences received and rank them accordingly. The list of preferences, ranked in accordance with the admissions criteria, will be returned to the LA by **7 March 2023**.
- 14 This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits based on information provided to the LA by the applicant.
- 15 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.
- 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 **10 February 2023**.
- 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 **9 February 2023**, on the basis that an on-time application already exists within the Pan-London system.
- 18 This LA will participate in the application data checking exercise scheduled between **13 February** and **17 February 2023** in the timetable in Schedule 3.
- 19 All preferences for schools within this 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 this LA have provided a list of applicants in criteria order to this LA, this 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 This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its Local Admission System (LAS) before uploading data to the PLR.

- 21 This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
- 22 The LAS of this 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 **24 March 2023** if this is sooner.
- 23 This LA will not make an additional offer between the end of the iterative process and the **17 April 2023** 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 one of this LA's schools, 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.
- 25 This LA will participate in the offer data checking exercise scheduled between **27 March** and **6 April 2023** in the timetable.

Offers

- 26 This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the common application form, receives the offer of an alternative school place. Under such circumstances resident applicants will be allocated a place at their catchment school if places are still available or the nearest community or foundation school or academy to the applicant's home address by shortest walking distance with a place available.
- 27 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 they were for schools in the Home LA or in other participating LA's.
- 28 This LA will, on **17 April 2023**, upload the outcome of the application to its online system for any applicant who applied online. The LA will send by 2nd class post notification of the outcome to resident applicants who have applied on paper.

Post offer

- 29 This LA will request that resident applicants notify us if they are going to decline the offer of a place by **2 May 2023**, or within 2 weeks of the date of any subsequent offer.
- 30 Where an applicant resident in this LA declines a place in a school maintained by another LA by **2 May 2023**, this LA will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, this LA will pass it to the maintaining LA as it is received.

- 31 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 paragraph 2.12 of the School Admissions Code 2021.
- 32 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.
- 33 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.
- 34 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.
- 35 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.
- 36 When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
- 37 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.
- 38 When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
- 39 The LA will automatically place children on a waiting list for higher preference schools. If the school concerned is located in another borough, then parents/carers will be advised to contact the individual school concerned or the maintaining LA to ask whether a waiting list is maintained and, if so, request that their child's name can be added to the list.

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Schedule 1 – minimum content of common application form for admissions to reception/junior in 2023/24

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 local authority area

Parent's / carer's details:

- title
- surname
- forename
- address, if different to child's address
- phone number – home, daytime, mobile
- email address
- relationship to child

Preference details – up to 4 schools:

- name of school
- preference ranking
- local authority in which the school is based

Additional information:

- reasons for preferences, including any medical or social reasons
- whether the child has an education, health and care plan – yes or no
- whether the child is a 'child looked after' (CLA) – yes or no
- whether the child was formerly CLA but is now adopted or the subject of a "residence order" or "special guardianship order" – yes or no, and if yes, name of responsible local authority
- surname of sibling
- forename of sibling
- date of birth of sibling
- gender of sibling
- name of school sibling attends

Other:

- signature of parent or guardian
- date of signature

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Schedule 2 – timetable for admissions to reception/junior in 2023/24

Sunday 15 January 2023	Statutory deadline for receipt of applications
Friday 3 February 2023	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Friday 10 February 2023	Deadline for the upload of late applications to the PLR.
Monday 13 February 2023 to Friday 17 February 2023	Checking of application data
Thursday 16 March 2023	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Friday 24 March 2023	Final ALT file to PLR
Monday 27 March 2023 to Thursday 6 April 2023	Checking of offer data
Monday 17 April 2023	Outcome available for online applicants/posted for paper applicants
Tuesday 2 May 2023	Deadline for receipt of declines
Tuesday 9 May 2023	Deadline for transfer of declines to maintaining LAs