

**CAMDEN LOCAL AUTHORITY ARRANGEMENTS FOR ADMISSION TO
PRIMARY AND SECONDARY SCHOOLS IN SEPTEMBER 2024**

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Summary

The admission arrangements outlined in this document are the school admission procedures for the 2024/2025 academic year.

Any objections to these arrangements can be lodged with the Office of the Schools Adjudicator up to 15 May 2023 online at

www.gov.uk/government/publications/objection-to-school-admission-arrangements

or the following address:

Office of the School Adjudicator
Bishopsgate House, Feethams, Darlington,
DL1 5QE

Should you have any queries about the contents of this document then please contact:

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Secondary School Admissions	
Co-ordinated scheme and admissions criteria	Outlines the Pan London scheme developed to work across the 33 London authorities.
Admission numbers for community secondary schools	Haverstock School increased their published admission number (PAN) to 139. The previous admission number was 135, the increased PAN will include 4 autism resource places. Haverstock School no longer offer music aptitude places.

Primary School Admissions	
Coordinated scheme and admissions criteria	Outlines the PAN London scheme developed to work across the 33 London authorities.
Admission numbers for community primary schools	New End Primary School's admission number (PAN) reduced from 60 to 30
Nursery Admissions	
Nursery class admission arrangements	No changes for entry into nursery classes.
In-Year School Admissions	
In-year admission arrangements	Responsibility for in-year school applications will remain delegated to the school's governing bodies.
Sixth Form Admission Arrangements	
Sixth form admission arrangements	No changes to sixth form admission arrangements

1. PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in Maintained Schools and Academies in 2024/25

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 (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents 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 Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers.
1 March (secondary) and 16 April (primary)	in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3

“the Participating LA”

any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.

“the Qualifying Scheme”

the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

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

Applications

1. Camden LA will advise home LAs of their resident pupils on roll at a Camden maintained primary school or academy who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Camden LA will be made on Camden LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 of this scheme. These will be supplemented by any additional fields and information which are deemed necessary by Camden La to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Camden LA will take all reasonable steps to ensure that every parent/carer who is resident in Camden and has a child in their last year of primary education within a maintained school or academy, either in Camden or any other maintaining LA, is informed how they can access Camden LA's composite prospectus and apply online. Parents/carers who do not live in Camden will have access to Camden LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Camden 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 Camden LA, the LA will seek to ensure that these are used to collect information required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in Camden LA, they will be available on Camden LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Camden LA's composite prospectus and website will indicate which schools in Camden LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Camden LA receives a supplementary information form, Camden 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 Camden LA. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Camden 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. Camden LA undertakes to carry out the address verification process as set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Camden LA's primary school data and the further investigation of any discrepancy. Where Camden 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. Camden 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 **14 November 2023**.
11. Camden 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 Camden 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 resident within Camden LA must return the Common Application Form, which will be available and able to be submitted on-line, to Camden 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 Camden 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. Camden LA will notify each school within its area, which is its own admissions authority, of all applications for their school. All relevant details from the Common Application Form and any supporting evidence will be forwarded to these schools by **8 December 2023**. Own admission authority schools within Camden LA's area will apply their admissions criteria and return applicants ranked in order of priority in accordance with their admissions criteria by **24 January 2024**. Camden LA will request verification of any necessary information, such as sibling details or staff child, from schools for which Camden LA is the admissions authority by **8 December 2023**. This verification should be returned to Camden LA by **10 January 2024**. Camden LA will apply the ranked order of priority in accordance with Camden LA's admissions criteria for community schools, which Camden is the admissions authority. Camden LA does not reveal applicant's preference order to any schools in its area.
15. Camden LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. The latest date for receipt of such applications from parents/carers is **12 December 2023**.
16. Where such applications contain preferences for schools in other LAs, Camden LA will forward the details to maintaining LAs via the PLR as they are received. Camden LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **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. Camden 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 Camden LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Camden LA have provided a list of applicants in criteria order to Camden LA, Camden 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. Camden 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 Camden LA's area before uploading data to the PLR.

22. Camden LA will upload the highest potential offer available to an applicant for a maintained school or academy in Camden LA to the PLR by **31 January 2024**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Camden 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 **14 February 2024**.
24. Camden 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 Camden LA, Camden 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) Camden 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, Camden LA will accept that the applicant(s) affected might receive a multiple offer.
26. Camden LA will participate in the offer data checking exercise scheduled between **15 and 23 February 2024** in the Pan-London timetable in Schedule 3A.
27. Camden 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 LA only).

Offers

28. Camden 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. Any vacant places at schools, once the processing of applicants preferences is complete, will be offered to applicants without a school offered on their preference list. This process will match vacant places to applicants who have not been offered a school place based on priority to those living the nearest to the school with vacant places.

29. Camden 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. Camden LA's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2024**, Camden LA will send notification of the outcome to resident applicants by email or first-class post.
32. Camden LA will provide primary schools with destination data of its resident applicants by the end of the summer term **2024**.

Post Offer

33. Camden LA 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.
34. Where an applicant resident in Camden LA accepts or declines a place in a school within the area of another LA by **15 March 2024**, Camden LA will forward the information to the maintaining LA by **22 March 2024**. Where such information is received from applicants after **15 March 2024**, Camden LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Camden LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, Camden LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Camden LA's area.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Camden LA's area, the admission authority will inform Camden LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of an offer for a maintained school or Academy in Camden 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.
39. When acting as a maintaining LA, Camden LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

40. When acting as a home LA, Camden 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.
41. When acting as a home LA, when Camden LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Camden 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.
42. When acting as a home LA, when Camden 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 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, Camden 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.
45. Camden LA will manage the waiting list for schools within Camden LA's area until the end of the academic year within which the application was submitted. Waiting lists will then be forwarded to Camden schools to manage from the beginning of the academic year. Applicants are advised to contact schools within Camden LA to ascertain how the waiting list will be managed once it has been handed over to schools i.e. how long waiting lists will be maintained.
46. Camden LA, when acting as a home LA, will start offering available places for schools, which becomes available after National Offer Day, by **19 March 2024**. Any offers received from a maintaining LA will be offered to Camden residents promptly. After the **19 March 2024**, available places at schools in Camden LA will be offered as and when they become available until the end of the academic year.
47. Camden LA, when acting as a home LA, will allow applicants to express additional preferences after the National Offer day. Parents/carers in Camden LA area do not need to indicate the preference order for the additional preferences. If an additional preference/s are for a school in another LA, Camden LA will forward the application and any supporting information to the other LA within 2-3 days.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

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

Applications

1. Applications from residents of Camden LA will be made on Camden LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 of this scheme. These will be supplemented by any additional fields and information which are deemed necessary by Camden LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Camden LA will take all reasonable steps to ensure that every parent/carer who is resident in Camden LA and has a child in a nursery class within a maintained school or academy, either in Camden LA or any other maintaining LA, is informed how they can access Camden LA's composite prospectus and apply online. Parents/carers who do not live in Camden LA will have access to Camden LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Camden 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 Camden LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in Camden LA, they will be available on Camden LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Camden LA's composite prospectus and website will indicate which schools in Camden LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Camden LA receives a supplementary information form, Camden 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 Camden LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Camden 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. Camden LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Camden LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Camden 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. Camden 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. Camden LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Camden 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 Camden LA must return the Common Application Form, which will be available and able to be submitted online, to Camden 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 Camden 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. Camden LA will notify each school within its area, which is its own admissions authority, of all applications for their school. All relevant details from the Common Application Form and any supporting evidence will be forwarded to these schools by **19 February 2024**. Own admission authority schools within Camden LA's area will apply their admissions criteria and return applicants ranked in order of priority in accordance with their admissions criteria by **8 March 2024**. Camden LA will request verification of any necessary information, such as sibling details or staff child, from schools for which Camden LA is the admissions authority by **19 February 2024**. This verification should be returned to Camden LA by **26 February 2024**. Camden LA will apply the ranked order of priority in accordance with Camden LA's admissions criteria for community schools, which Camden is the admissions authority. Camden LA does not reveal applicant's preference order to schools in Camden LA's area
14. Camden 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, Camden LA will forward the details to maintaining LAs via the PLR as they are received. Camden 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 **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. Camden 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 Camden LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Camden LA have provided a list of applicants in criteria order to Camden LA, Camden 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. Camden 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 Camden LA's area before uploading data to the PLR.
21. Camden LA will upload the highest potential offer available to an applicant for a maintained school or academy in Camden 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 Camden 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**.
23. Camden LA will not make an additional offer between the end of the iterative process and the **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 Camden LA, Camden 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) Camden 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, Camden LA will accept that the applicant(s) affected might receive a multiple offer.

25. Camden 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. Camden 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 LA only).

Offers

27. Camden 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. Any vacant places at schools, once the processing of applicants preferences is complete, will be offered to applicants without a school offered on their preference list. This process will match vacant places to applicants who have not been offered a school place based on priority to those living the nearest to the school with vacant places
28. Camden 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. Camden LA's outcome letter will include the information set out in Schedule 2.
30. Camden LA will, on **16 April 2024**, send notification of the outcome to resident applicants by email or first class post.
31. If requested, Camden 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. Camden 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 Camden LA accepts or declines a place in a school maintained by another LA by **30 April 2024**, Camden LA will forward the information to the maintaining LA by **8 May 2024**. Where such information is received from applicants after **1 May 2024**, Camden 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 Camden 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, Camden 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.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Camden LA's area, the admission authority will inform Camden LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Camden LA will inform the home LA, where different, of an offer for a maintained school or Academy in Camden 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, Camden 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, Camden 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 Camden LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Camden 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 Camden 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, Camden 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, Camden 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.
44. Camden LA will manage the waiting list for schools within Camden LA's area until the end of the academic year within which the application was submitted. Waiting lists will then be forwarded to Camden schools to manage. Applicants are advised to contact schools within Camden LA to ascertain how waiting lists will be managed once they have been forwarded to schools; i.e. how long waiting lists will be maintained.
45. Camden LA, when acting as a home LA, will start offering available places for schools, which become available after National Offer Day, by **6 May 2024**. Any offers received from a maintaining LA will be offered to Camden residents promptly. After the **6 May**

2024, available places at schools in Camden LA will be offered as and when they become available until the end of the academic year.

46. Camden LA, when acting as a home LA, will allow applicants to express additional preferences after the National Offer day. Parents/carers in Camden LA area do not need to indicate the preference order for the additional preferences. If an additional preference/s are for a school in another LA, Camden LA will forward the application and any supporting information to the other LA within 2-3 days.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7 and Reception 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 (Home, Daytime, Mobile)

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)

Does the child have an Education, Health and Care Plan Y/N*

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

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order' or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

**Where an LA decides not to request this information on the CAF, it must guarantee*

that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

SCHEDULE 2

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

From: Home LA

Date: **1 March 2024 (sec)**

16 April 2024 (prim)

Dear Parent/Carer,

Application for a Secondary / Primary School

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

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

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

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **15 March 2024 (sec) / 30 Apr 2024 (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)

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 3A

Timetable for Admissions to Year 7 in 2024/25

Date & working days	Process	Paragraph
Tues 31 Oct 2023 <i>10 days</i>	Statutory deadline for receipt of applications	12
Tues 14 Nov 2023 <i>21 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Tues 12 Dec 2023	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	9,17
Thurs 14 Dec 2023	Deadline for the upload of late applications considered as “on-time” to the PLR.	9, 17
Fri 15 Dec 2023 – Tues 2 Jan 2024	Checking of application data	19
Wed 3 Jan 2024 <i>21 days</i>	Ranking applications	19, 20, 21
Wed 31 Jan 2024 8 <i>days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Mon 12 Feb 2024	Final ALT file to PLR*	23
Tues 13 to Wed 14 Feb 2024	*Additional iterations if needed	23
<i>Mon 12 to Fri 16 Feb 2024</i>	<i>Half Term</i>	
Thurs 15 – Fri 23 Feb 2024 <i>7 days</i>	Checking of offer data	26
Mon 26 Feb 2024 <i>3 days</i>	Deadline for on-line ALT file to portal	27
Fri 1 Mar 2024 <i>10 days</i>	Offer notifications sent.	24, 31
Fri 15 Mar 2024 <i>5 days</i>	Deadline for acceptances	33, 34
Fri 22 Mar 2024	Deadline for transfer of acceptances to maintaining LAs	34

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 3B

Timetable for Admissions to Reception in 2024/25

Date & working days	Process	Paragraph
Mon 15 Jan 2024 <i>15 days</i>	Statutory deadline for receipt of applications	11
Fri 2 Feb 2024 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Thurs 8 Feb 2024	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	8, 16
Fri 9 Feb 2024	Deadline for the upload of late applications considered as “on-time” to the PLR.	8, 16
Mon 12 –Fri 16 Feb 2024	Checking of application data	18
Mon 12 –Fri 16 Feb 2024	<i>Half Term</i>	
Mon 19 Feb 2024 <i>18 days</i>	Ranking applications	19, 20,
Thurs 14 Mar 2024 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Fri 22 Mar 2024	Final ALT file to PLR	22
Mon 25 Mar -Wed 10 Apr 2024	Checking of offer data	25
Mon 1 April to Fri 12 April	<i>Easter Holidays</i>	
Wed 10 Apr 2024	Deadline for on-line ALT file to portal	26
Tues 16 April 2024 <i>10 days</i>	Offer notifications sent.	23, 30
Tues 30 April 2024 <i>5 days</i>	Deadline for acceptances	32, 33
Wed 8 May 2024	Deadline for transfer of acceptances to maintaining LAs	33

Easter Weekend 2024 – Friday 29th March to Monday 1st April

2. Camden Community Secondary School Admissions Criteria 2024/25

Children should be admitted to a community secondary school of their parents/carers' preference where there is a place available. In the event of over-subscription to a community secondary school, the following criteria will apply in the following order:

- a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Applicants who have a brother or sister* living at the same address on the school's roll when they join. Only siblings in Year 7-10 and Year 12 can be considered as siblings for secondary transfer applications. Siblings in Year 11 cannot be considered as siblings for secondary transfer applications, until they receive their GCSE results and fulfil the entry requirement for sixth form.

*Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents/guardians will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the child's needs and the specific school. The local authority will also accept recommendations from the SEN exceptional needs panel for an applicant whose needs support a place at a particular school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and/or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. In the case of applicants to

Regent High School only, priority will be given to applicants within the priority zone of Holborn and Covent Garden ward even if they are further away within the distance criterion.

If necessary, criterion e will be used as a tiebreaker for criteria b, c and d.

Notes:

Looked after and previously looked after pupils

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989.

Paragraph 1.7 of the School Admissions Code 2021 gives equal highest priority to 'previously looked after children'. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This will also include those children, in the opinion of the local authority, who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Proof of looked-after status from the relevant local authority or organisation must be included with the application.

Address verification

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for applications. A business address, child minder's or relative's address cannot be used as the child's home address. The address used must be the address of those with parental responsibility or legal guardianship for the child. Further proof of address may be sought and be the subject of further investigation. The point used to measure at the address is supplied by the local land and property gazetteer. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

Children living at two addresses

Applications can only be based upon one address at which the child usually lives and from where they travel to and from school. If parents live separately, the application must be based on the address at which the child spends the majority of the school week. If the child lives equally at two different addresses during the school week, it is the parents' responsibility to agree and make it clear which address will be used and to provide supporting evidence in respect of that address.

If parents are unable to agree which address will be used for the application the local authority will have to make a decision for the purposes of the admission application. Once a decision has been made as to which address will be used, for parents who live separately, this will not be amended until the start of the next academic year. If there is a

significant change in circumstances, parent/s will need to submit a written case to the admissions team for consideration.

Children with an Education, Health and Care plan (EHCP)

Children with an Education, Health and Care plan that names the community school will be allocated a place through a separate procedure, in accordance with the Children and Families Act 2014.

Multiple births

If there is only one place available at the school and the next child who qualifies for a place is one of a multiple birth siblings, we will ask the community school in question to go over their published admission number where parents indicate a preference for siblings to be at the same school.

Educated outside of the normal age group

Parents/guardians of children educated out of their normal age group, can request that this continues, and their child remains in their current year group. Each admission authority must make its own decision whether or not they will accept an application for the child to remain out of their normal age group and may wish to see evidence of an individual child's educational need. They may also want to discuss with parents the impact of the child continuing to be educated out of their normal age group in secondary school. If an admissions authority does not agree with the request, the application will be considered in the year group according to the child's date of birth.

3. Secondary Schools Admission Numbers 2024/25

Name of school	Places for September 2024
Acland Burghley (Mixed)	178
Hampstead (Mixed)	210
Haverstock (Mixed)	139
Parliament Hill (Girls)	180
Regent High (Mixed)	180

4. Camden Community Primary School Admissions Criteria 2024/25

Children should be admitted to a community primary school of their parents/guardians preference where there is a place available. In the event of over-subscription to a community primary school, the following criteria will apply in the following order:

- a) Looked after children or children who were previously looked after but immediately after being looked after became the subject of an adoption, child arrangement, or special guardianship order. This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Applicants who have a brother or sister* living at the same address on the school's roll when they join. A sibling relation does not apply when the older child will leave before the younger child starts. Only pupils in Reception to Year 5 can be considered as siblings for reception coordinated admissions. Nursery pupils cannot be considered as siblings because they are not compulsory school age.

***Sibling definition**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents/guardians will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the child's needs and the specific school. The local authority will also accept recommendations from the SEN exceptional needs panel for an applicant whose needs support a place at a particular school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and/or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school measured 'as the crow flies' from the home address to the centre of the school. The address given must be the one in which the child resides. Distances are

measured using a computerised mapping system with those living closer to the school receiving higher priority.

Please note: It has been determined that the most appropriate arrangement for Kingsgate Primary School is to have a mid-way measuring point between both school sites for admission purposes.

If necessary, criterion e will be used as a tie breaker for criteria b, c and d.

Notes:

Looked after and previously looked after pupils

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989.

Paragraph 1.7 of the School Admissions Code 2021 gives equal highest priority to 'previously looked after children'. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This will also include those children, in the opinion of the local authority, who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Address verification

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for applications. A business address, child minder's or relative's address cannot be used as the child's home address. The address used must be the address of those with parental responsibility or legal guardianship for the child. Further proof of address may be sought and be the subject of further investigation. The point used to measure at the address is supplied by the local land and property gazetteer. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

Children living at two addresses

Applications can only be based upon one address at which the child usually lives and from where they travel to and from school. If parents live separately, the application must be based on the address at which the child spends the majority of the school week. If the child lives equally at two different addresses during the school week, it is the parents' responsibility to agree and make it clear which address will be used and to provide supporting evidence in respect of that address.

If parents are unable to agree which address will be used for the application the local authority will have to make a decision for the purposes of the admission application.

Once a decision has been made as to which address will be used, for parents who live separately, this will not be amended until the start of the next academic year. If there is a significant change in circumstances, parent/s will need to submit a written case to the admissions team for consideration.

Children with an Education, Health and Care plan (EHCP)

Children with an Education, Health and Care plan that names the community school will be allocated a place through a separate procedure, in accordance with the Children and Families Act 2014.

Multiple births

Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births, then all children will be offered a place at the same primary school. The additional child(ren) will be deemed as an ‘excepted’ pupils under the KS1 class size legislation.

Key Stage 2 – If only one place is available at the school and the next child(ren) who qualifies for a place is one of multiple births then all children will be offered even if this exceeds the published admission number.

Where one child of multiple births has an Education, Health Care plan that names a specific community school, the other child/ren of this multiple birth will be treated as having a sibling link for that academic year.

Deferred entry – before compulsory school age

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the School Admissions Code 2021, parents can defer their child’s entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until they reach compulsory school age.

Summer born – Children educated outside their normal age group

Children are educated in school with others of their age group. However, parents may request that their child is admitted outside their age group. The admission authority * of a school must decide whether or not the individual child’s circumstances make this appropriate on educational grounds.

**The local authority is the admission authority for community schools. The governing body is the admission authority for voluntary aided schools, free schools and academies. Any decision is applicable only to the school for which the admission authority is responsible.*

Summer born children are defined as born between 1st April and the 31st August in the relevant year.

Each admission authority must make its own decision and may wish to see evidence of an individual child's educational need. They may want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

Parents seeking admission to an age group below their child's actual age should submit their request in September of the year when children of the same age are due to start school. Parents should also apply for a school place in their child's actual age group before the closing date on 15 January. This enables the application to be processed and a school place secured in the child's actual age group should the request be refused by an admission authority.

If the admission authority approves the request, the parent will be advised to reapply in the following year. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applications and the pattern of admissions for that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This does not apply if they were offered a place at the school but it is not in their preferred age group.

5. Primary School Admission Numbers 2024/25

School	Admission Number for 2024 entry
Argyle	45
Beckford	60
Brecknock	60
Brookfield	60
Christopher Hatton	30
Edith Neville	30
Eleanor Palmer	30
Fitzjohn's	30
Fleet	30
Gospel Oak	60
Hawley	30
Kingsgate Primary	90
Netley	45
New End	30
Primrose Hill	60
Rhyl	60
Richard Cobden	60
Torriano	58

6. In year admission arrangements (primary and secondary schools)

- 6.1. Applications for places in any year groups other than the normal years of entry to primary and secondary schools (Reception class and Year 7) will be treated as in-year admissions.
- 6.2. Parents/guardians seeking a place outside of the normal admissions round for primary and secondary schools must apply directly to each school where they are seeking a place.
- 6.3. Applications for entry to schools in Reception class and Year 7 will be administered by the local authority until the beginning of the academic year of entry, after which they will be administered as in-year applications. The LA will then transfer the waiting list for Reception class and Year 7 to schools.
- 6.4. Schools will maintain their own waiting lists from the beginning of the academic year. Governors of both community, voluntary aided, free schools and academies will apply their oversubscription criteria and rank applicants to determine the priority for places when a vacancy becomes available.
- 6.5. Schools should aim to inform applicants of the outcome of their application within **10 school days** of receipt of the application. If a response has not been received within **10 school days** an applicant **must** be notified of the outcome within **15 school days** of receipt of the application. Schools will write decision letters to applicants and must inform applicants of their right to appeal against the refusal of a place.
- 6.6. Schools will send offer letters and make timely arrangements for the admission of the child, which should be within two weeks of the place being accepted.
- 6.7. On receipt of an in-year application, schools must notify the local authority in which the child resides of both an application and its outcome. This should be within 20 days of receiving the application.
- 6.8. In line with requirements of own admission authority schools, and in order for Camden LA to fulfil its statutory duty to provide information and guidance to applicants seeking a school place, schools will need to provide regular returns informing the authority of the number of vacancies in each year group. This will be required on a monthly basis for both secondary and primary schools. This will enable the Authority to maintain accurate data on the availability of places in the area. Schools are asked to make a 'nil' return where appropriate.

- 6.9. In Camden the following safeguarding arrangements are in place to identify children missing education (CME) in line with the local authority's statutory duty to ensure provision is made for Camden resident children.
- 6.10. All schools are requested to ask parents / carers approaching them for a place whether or not their child has a named school place. If the child has no school place, schools are requested to complete a referral to the CME officer in the LA notifying the following information: *for the child* - name, address, date of birth, and *for the parent / carer* - name, address, telephone / mobile number(s) and email address. This information will be forwarded to the home authority if the child does not reside in Camden.
- 6.11. Schools are also requested to include in their admissions returns a list of those pupils being taken off-roll, together with their confirmed destination.
- 6.12. Schools can use a common in-year application form drawn up by the Authority: this will not require that applicants name more than one school or indicate the order of preference, but will facilitate applicants in being able to make applications to more than one school more readily.
- 6.13. Schools using supplementary information forms will need to provide the Authority with copies.

7. Camden Sixth Form Admission Arrangements 2024/25



LASWAP ADMISSIONS POLICY

- 1) LaSWAP will admit students who are under the age of 18 on the 1st September 2022, for entry to LaSWAP in that academic year. Students will also need to meet the specified entry requirements for pathways and courses on offer. These are outlined on the LaSWAP website, please see the page above for a link to the entry requirements. The consortium admits up to 700 students to year 12 each year.
 - 2) Applicants must meet the minimum qualification requirements for their chosen pathway and the detailed requirements for specific courses. These requirements are published on the LaSWAP website and are reviewed annually. All students must have English or maths GCSE at Grade 4 or above or be enrolled on an appropriate course leading to this qualification. There are no exceptions to this. Applicants must provide documentary proof of their qualification.
 - 3) **Overseas qualifications:** UK ENIC (ecctis.com) is the National Agency responsible for providing information and expert opinion on academic qualifications from overseas qualifications. It is the responsibility of students applying to provide this information where it is required.
 - 4) Places will first be offered to applicants meeting the basic qualification (and any higher individual grade requirements in relation to their specific subjects) who have an Education Health and Care Plan (EHCP) naming one of the four schools (issued by their local authority).
 - 5) In the event that we have more applicants who meet the entry requirements than places on pathways or courses, places will be allocated according to the following criteria in order of priority.
 - EHCP
 - Looked after
 - Existing students of LaSWAP schools
 - Academic performance
 - Social medical need
 - Random selection
- (See appendix 1 for further details of each criterion)
- 6) If more students who meet the entry qualifications are opting for a particular course than there are places available, the above over-subscription criteria will apply. Students who

cannot be accommodated on a particular course will be offered further advice and guidance discussions to assist them in finding appropriate alternative choice.

- 7) Following the closing date for applications conditional offers of places in the sixth form will be sent out to external applicants and current year 11 students at the four schools. These offers are conditional on meeting the entry requirements of the courses on offer. These letters will not constitute an offer of a place at any particular school.
- 8) Following receipt of GCSE results, students holding conditional offers will be invited for an enrolment appointment with a teacher/tutor. Places on specific courses will be confirmed or reviewed based on a students' GCSE results.
- 9) Enrolment at LaSWAP will be conditional on actual GCSE results and entry qualifications, an agreed signed study programme following a post results guidance meeting and signing the LaSWAP Learner Agreement. Students must provide proof of GCSE results at enrolment; if found to be false, students will not be permitted to begin or continue their studies at LaSWAP.
- 10) Students are allocated to the four schools within the consortium, based on choice of course, number of students already enrolled on each course and other factors – if students express a preference in a particular school, these preferences will be taken into account, but the final decision of where a student is based is made by the LaSWAP admissions team (see appendix 2 for explanation of how base schools are allocated).
- 11) Late applications will be considered if there are still places available on some courses, students whose application forms are being held on file will be contacted, informed of courses with vacancies, and offered an advice and guidance meeting. Enrolments will not occur after 30 September. In exceptional circumstances students may have good reason to apply mid-year these cases will be considered on a case by case basis.
- 12) LaSWAP is a consortium of four schools within which LaSWAP students have open access to LaSWAP events, the four school sites (and therefore, all students and staff on those sites) and the shared school electronic systems. This context means that it may be incompatible with safety and good order in the schools for previously excluded or managed moved students from one of the four LaSWAP schools to be admitted as a LaSWAP student. This includes students who are permanently excluded or have been permanently excluded or have been placed on a managed move as an alternative to permanent exclusion. The decision about whether to admit such a student will be based on a risk assessment. This risk assessment is conducted by the headteacher of the prospective base school in consultation with the headteacher of school from which the student was excluded or moved. The decision of the headteachers is final.
- 13) Students who are not offered a place have the right to a review. Requests for a review needs to be submitted in writing within 48 hours of the decision. The review will be carried out by one senior leader (not involved in the initial decision) and one governor. This will not affect their right to subsequent formal appeal via the statutory procedures. Advice for parents and guardians on school admission appeals - GOV.UK (www.gov.uk) Students who are not satisfied by the decision of the review have the right to appeal this decision. The appeal should be submitted in writing and will be heard by a panel made up of the Governing body

of representatives of two of the consortium schools on rotation. All appeals must be submitted by 15th September. The decision of the Governors is final.

14) We do not offer places to resit examinations or to retake years. (Resit and retake years are not funded by the Education and Skills Funding Agency, ESFA). As a comprehensive and inclusive sixth form, we have always sought to support vulnerable students and we will consider requests for exceptions to this where we have evidence of genuine extenuating circumstances which have affected a student's ability to achieve – these are described by the ESFA as “..where there are exceptional circumstances outside the control of the student or institution, such as a period of long term sickness, or good educational reasons”. Provided that there is reasonable evidence that the exceptional circumstances no longer persist, such requests will be referred to the Director of Sixth Form, whose decision will be final. Where requests are granted, an application should be made following the same process as all applicants.

Appendix 1

- i. Looked after children or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangement, or special guardianship order
- ii. Existing students of the four LaSWAP schools who are continuing their studies from Year
- iii. Applicants who are judged to have an exceptional social or medical need. There has to be a clear link between the applicant's exceptional need and the school. Parents/carers will need to submit a case supported by the appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need and the school
- iv. Academic performance where we know that courses will be oversubscribed with internal applicants, places will be allocated based on students' prior academic performance. Academic performance for all students will be based on the professional judgment of the directors of LaSWAP. A combination of GCSE APS scores and particular high academic achievement in relevant course will form a part of this judgement.
- v. Random selection: Each student will be allocated a number and a designated member of staff with no knowledge of how the numbers have been allocated, will pick numbers at random. The students whose numbers are chosen will be allocated a place on the course.

Appendix 2

Base school allocation

- Students will be allocated to sets on each course with a view to achieving balanced sets. New entrant students will be allocated a 'base school' with a view to achieving balanced roll numbers.
- Set sizes are typically in the 15-20 range.
- Where students are accepted onto two year courses, teaching for the length of the course will be provided in LaSWAP. Teaching groups may be re-timetabled between schools to ensure specialist teaching is always provided



SIXTH FORM ADMISSIONS POLICY

Hampstead School Sixth Form is open to all students who meet the specified entry criteria for the courses they wish to study. The Sixth Form is divided between Years 12 and 13. Some Year 12 courses reach their full capacity before others; we will continue to consider applications after our deadline (see oversubscription criteria below) if we have spaces on the applicant's chosen courses.

Entry requirements

Level 3 Entry Requirements

To study 3 AS level courses you will need:

- A combination of **five** GCSEs 9 - 4 grades including English and Maths
- One or two of the GCSE grades mentioned above may be replaced by BTEC Merit grades

You may need to have a grade 5, 6 or 7 in the subject you plan to study (or a closely related subject). This is specified in the Application Form.

Level 2 Entry Requirements

To study a Level 2 course you will need:

- Four 3 grades at GCSE
- or**
- Three 3 grades at GCSE and one Merit grade or above from a vocational course

Process of application:

The Sixth Form Application Form will be published and made available at our Sixth Form events during the autumn term.

Application forms should be submitted by the published closing date (on the application form).

A conditional offer subject to the student's Level 2 GCSE and vocational results will be made. If a student is already fully qualified an unconditional offer may be made.

Applicants who apply after the closing date will be placed on our waiting list and contacted if suitable places become available in accordance with the oversubscription criteria outlined below.

Year 12 enrolment will take place on the same day as the GCSE results are published in August. It is important that all applicants attend in person to secure their place in the Sixth Form. Those that do not attend put their place at risk or risk courses becoming full.

Whilst we make every effort to offer applicants their preferred choice of subjects, this is not always possible due to constraints of classroom accommodation or staffing availability. We also reserve the right to withdraw courses that fail to recruit in sufficient numbers.

Oversubscription criteria:

- Applicants who are a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
- Applicants who attend Hampstead School in Year 11 and meet the entry requirements.
- Applicants with a brother or sister* on roll at the same school who will still be on roll at the start of the new academic year.

*For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or adoption and any step or foster brother or sister who lives with the applicant.

- Applicants who are judged to have an exceptional medical or social need that has a clear link between the exceptional need and the school. Parent/Carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the needs of the applicant and the school. Supporting statements from Camden Local Authority staff should not be requested and, if supplied, will not be considered.
- The applicant's home address in proximity to the school, with priority given to those living closest to the school. The distance will be measured in a straight line 'as the crow flies' between the home and the main entrance of the school. (The address given must be the one at which the child normally resides).

Haverstock admission policy

Each year Haverstock School admits a maximum of 180 students into Year 12 of the Sixth Form. The number of places available to external students joining Haverstock School in Year 12 depends on the number of internal students continuing into the Sixth Form. In addition, 30 students will be put on the waiting list.

All applicants must have an academic reference from their current school stating their predicted grades in order to apply. Offers will be made on condition of the student meeting the entrance requirements for the courses chosen as per the entry requirement guidance in our current prospectus.

Places will be offered in the following order:

Looked after² and previously looked after³ children

Looked after children or children who were previously looked after but immediately afterwards became subject to an adoption, residence, or special guardianship order. This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.

Applicants having a sibling⁴ living at the same address and already attending the school at the time of admission.

In cases where multiple siblings tie for the last place, then all will be offered a place, even if this exceeds the planned admission number.

Applicants who can provide evidence of an exceptional social or medical need that Haverstock is specifically able to meet.

Such applications will only be considered if the case is made known to the school and supported by appropriate evidence at the time of the original application. This will normally be in the form of a letter from a suitably qualified professional such as the applicant's doctor, consultant or social worker.

The remaining places will be allocated to those applicants meeting the entrance criteria who live closest to the school and for whom places on their chosen courses are available.

Closeness to the school is measured in a straight line ('as the crow flies') from the centre of the school reception and the permanent address at which the applicant normally resides at the time of the application. The school will carefully verify the permanent address of the applicant.

Once applicants have been ranked according to distance, places will be allocated in order of closeness to the school, subject to the following procedures.

1. Once the places available for a particular course of study have been filled, any other applicant who has chosen that course will be not considered for admission, regardless of whether places are available on other courses that the applicant has chosen.
2. In the unlikely event of more than one applicant being tied for entry under these criteria, the place will be randomly allocated. This process will be independently verified.

The furthest distance that successful applicants live from the school varies from year to year and depends upon the varying demand for individual courses.

The school reserves the right to withdraw courses that fail to recruit in sufficient numbers.

30 students will be put on the waiting list. As places become available they will be offered to the students on the list in distance order, provided that their courses are available.

Students who are not originally offered a place because they were not predicted the required grades or due to distance from the school, will be invited to attend a Supplementary Enrolment Session on the official Enrolment Day if (a) they do achieve the required grades (b) are still interested in a place.

Conditions

All places offered are subject to the following post-acceptance conditions:

1. The applicant must provide documentary proof of meeting the entrance requirements for their chosen course of study
2. The applicant must produce proof of address in the form of a copy of their parent/guardian's current council tax bill.

Any applicant who is unable to satisfy these conditions will not be admitted to the school.

1. *<https://www.gov.uk/government/publications/your-qualification-our-regulation-gcse-as-and-a-level-reforms>*
2. *In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority*
3. *Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a residence order or special guardianship order. This will also include those children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society*
4. *Sibling is defined in these arrangements as; a sister or brother, a half sister or brother, an adopted sister or brother, a step- sister or brother or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.*

Regent High School Sixth Form Admission Policy

Application to Regent Sixth Form is open to all students who meet the specified entry criteria for the courses they wish to study.

Entry requirements for admission

All Regent High School Year 11 students who meet the minimum entry requirements are eligible to apply to progress to Year 12 (Regent Sixth Form).

Places are offered to eligible Year 11 students and to external applicants (subject to references) who meet the minimum entry requirements as published in the Regent Sixth Form prospectus and Curriculum Information booklet and contingent on the availability of appropriate resources.

Students apply to follow either an A Level, vocational or A Level and vocational combined programme, which comprises three subjects, and applicants must meet both the general entry requirements for the Sixth Form as well as those for each subject chosen (see table below).

Entry requirements

Please see the 'Applying to Regent Sixth Form' web page for more information.

Application process

Online application forms should be submitted by XX December XXXX. Following this, applicants would usually be interviewed by a member of the Extended Leadership Team to discuss their application and subject choices in more depth, however this may not be able to take place due to Covid 19. Applicants may be contacted by telephone if there is a query regarding their application.

Conditional offers of a place at Regent Sixth Form will then be issued to all applicants who have demonstrated that they are able to meet the entry requirements for the programme for which they have applied. Please note that at this stage this does not constitute a firm offer of a place on any specific course.

Applications received after the deadline will be considered on a case-by-case basis.

The final offer of a place will be conditional on meeting the entrance requirements and attendance at enrolment before the start of term. Sixth Form enrolment begins on the day GCSE, and other Level 2 qualification, results are released in August.

Whilst we make every effort to offer applicants their preferred choice of subjects, this may not always be possible depending on the subjects selected.

Oversubscription criteria:

Priority will be given in the following order to:

- Students who are looked after by the local authority or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order. This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.
- Students who attended Regent High School in Year 11 and meet the entry requirements for the pathway they wish to enrol on.
- Students with a sibling attending the school.
- Students who live closest to the school.

8. Community Nursery Admission Arrangements 2024/25

Nursery classes are non-statutory and the admissions process is managed by the individual schools.

Places will be offered to children who have an Education, Health and Care plan, which names the school with the agreement of Camden Local Authority.

Below is the oversubscription criteria that will be followed if there are more applications than places available.

- a) Looked after children or children who were previously looked after but immediately after being looked after became the subject of an adoption, child arrangement, or special guardianship order. This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Applicants who have a brother or sister* living at the same address on the school's roll when they join.

*Sibling definition

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- c) Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need and the specific school.
- d) Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority.