

**Islington Local Authority
Coordinated Admissions Scheme
2023/24**



Co-ordinated Scheme for Secondary Transfer 2023/24

➤ GLOSSARY

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA)	The authority area in which the child lives.
Maintaining Local Authority (MLA)	The authority area in which the school is located.

➤ APPLICATIONS

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of an Islington maintained primary school or academy due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2023**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent/carer resident in Islington who has a child in their last year of primary education within a maintained school or academy, either in Islington or elsewhere, and who is resident in Islington is informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2022**.
- 4 The online brochure will also be available to parents/carers who are non-residents and will advise parents/carers to contact their HLA in order to make an application.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary forms, Islington LA will seek to ensure that they only collect information that is required by the published

oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2021.

- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents/carers that they must also complete their HLA's School Admissions Application Form.
- 8 Islington's composite prospectus/admissions brochure will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent/carer has completed one. If one has not been received, the school will make contact with the parent/carer and ask them to complete one. The school will also check that each parent/carer who has completed a supplementary form has also completed a School Admissions Application Form. If any parent/carer has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent/carer and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained secondary schools or Academies/Free Schools located within and/or outside Islington LA.
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. 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 parent/carer rank preferred schools in a particular order. However, where a resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**31 October 2022**).
- 14 If parents/carers live separately, but the child lives equally with both, then it is the parents'/carers' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.
- 15 Only one address can be used for school admission purposes and the final decision will rest with Islington LA.

- 16 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 17 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
- there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 18 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 19 Islington LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2022**.
- 20 Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after', including those who appear to have been in state care outside of England, who have recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after, and will provide any additional evidence on receipt of a reasonable request to the MLA in respect of a preference for a school in its area by **14 November 2022**.
- 21 The same will also apply for any previously looked after child, including those who appear to have been in state care outside of England, who have been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, in respect of a preference for a school not in Islington MLA as soon as it is received.
- 22 Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **14 November 2022**.

➤ **PROCESSING**

- 23 Applicants who are resident within Islington must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **31 October 2022**. However, Islington LA encourages applicants to submit their application by **21 October 2022** (i.e. the Friday before half term) to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.

- 24 Any application forms, changes to preferences or preference order received after **31 October 2022** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 25 Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2022**, deciding each case upon its own merits.
- 26 Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 27 The latest date for the upload to the PLR of late applications, but which are to be considered to be on-time within the terms of the HLA's scheme, is **12 December 2022**.
- 28 Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2022**, on the basis that an on-time application already exists within the Pan-London system.
- 29 Any school that operates a banding system that requires testing to take place must ensure that their timetable coincides with the scheme timetable set out in **Schedule A**.
- 30 Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **14 November 2022**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 31 Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **14 November 2022**.
- 32 Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **25 November 2022**.
- 33 Between **26 November 2022 and 3 January 2023**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 34 Islington LA will participate in the application data checking exercise scheduled between **13 December 2022 and 3 January 2023** in the Pan-London timetable.
- 35 All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for

whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.

- 36 Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **6 January 2023**.
- 37 Islington LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (Local Admissions System – ONE) for all maintained schools and academies before uploading data to the PLR.
- 38 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **31 January 2023**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 39 Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **13 February 2023** if this is sooner.
- 40 Islington will not make an additional offer between the end of the iterative process and **1 March 2023**, which may impact on an offer being made by another participating LA.
- 41 Notwithstanding paragraph 39, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington 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, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 42 Islington LA will participate in the offer data checking exercise scheduled between **14 and 21 February 2023**.
- 43 Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2023**.

➤ **OFFERS**

- 44 Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code, 2021. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.
- 45 Islington 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.
- 46 Islington LA will use the Notification Letter set out in **Schedule B**.

47 Notification of the outcome will be sent electronically to resident applicants on **1 March 2023**, unless a paper application was submitted.

48 Details of the pupils to be offered will be made available to each Islington primary school by **1 March 2023**.

49 Parents/carers who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

50 Parents/carers must accept or decline the offer of a place by **15 March 2023**, or within two weeks of the date of any subsequent offer. If they do not respond by this date the HLA will make every reasonable effort to contact the parent/carer to find out whether or not, they wish to accept the place. Only where the parent/carer fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent/carer, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent/carer has not responded to the offer within a reasonable time).

51 Where a parent/carer accepts or declines a place by **15 March 2023**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **22 March 2023**. Subsequent information will be transferred as and when it is received.

52 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. All applicants will be treated as on-time from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

53 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.

54 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

55 When acting as a HLA, Islington 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 School Admissions Application Form than any school already offered.

56 Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

57 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.

58 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

59 Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents/carers will be given the opportunity to make applications to Islington schools to which they did not originally apply.

60 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

61 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

62 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the **Autumn Term**.

63 Waiting lists for entry to Year 7 in **September 2023** will be compiled on **24 March 2022** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

64 Following the second round of offers, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

65 Children will remain on the waiting list until the **31 December 2023**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

- 66 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:
- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
 - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite prospectus/admissions brochure;
 - ensure our arrangements do not disadvantage service children through an annual review of existing procedures.
- 67 Applications will be processed in line with Islington's school admissions procedures as described above.
- 68 Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
- 69 Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.
- 70 The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
- 71 The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

- 72 Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.
- 73 Parents/carers may seek a place for their child outside of their normal age group at Secondary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.
- 74 The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.
- 75 Parents/carers must supply written details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 76 Cases will be considered by a panel comprising senior admissions officers and SEND specialists. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.

- 77 A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.
- 78 Although parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

**Schedule A: Timetable for the determination of secondary applications
2023/24**

21 October 2022	Recommended closing date for receipt of the School Admission Application Form
31 October 2022	Statutory deadline for return of application to the Home LA
14 November 2022	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
26 November 2021 – 3 January 2023	Own admission authority schools and Academies will assess their applications according to their admissions criteria
9 December 2022	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
13 December 2022 - 3 January 2023	Pan-London data checking exercise of pupil applications exchanged via the PLR
01 January 2023	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
06 January 2023	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
31 January 2023	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
13 February 2023	Final ALT file to the PLR
14 – 21 February 2023	Pan-London data checking exercise of pupil offer data
23 February 2023	Deadline for online ALT file to portal
28 February 2023	Deadline for admission arrangements to be determined
1 March 2023	National Offer Day - Notification Letter sent to parents/carers by Home LA
15 March 2023	Date by which parents/carers accept or decline offers
22 March 2023	Date by which LA will pass on information to schools within Islington (or for out-of-borough schools, to the maintaining LA) about accepted and declined places.

Co-ordinated Scheme for Primary Transfer 2023/24

➤ GLOSSARY

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA):	The authority area in which the child lives.
Maintaining Local Authority (MLA):	The authority area in which the school is located.

➤ APPLICATIONS

- 1 Islington LA will advise HLAs of any resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools, Free Schools and Academies who are eligible to transfer to reception class in the September of the subsequent academic year (i.e. **September 2023**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent/carer who has a child in the eligible cohort and is resident in Islington is informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2022**.
- 4 The online brochure will also be available to parents/carers who are non-residents and will include information on how to access their HLA's equivalent School Admissions Application Form, and advise parents/carers to contact their HLA if they are unable to apply online.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary information forms, Islington LA will seek to ensure that they only collect information which is required by

the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2021.

- 7** Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents/carers that they must also complete their HLA's School Admissions Application Form.
- 8** Islington's composite prospectus/admissions brochure will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9** Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10** Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent/carer has completed one. If one has not been received the school will make contact with the parent/carer and ask them to complete one. The school will also check that each parent/carer who has completed a supplementary form has also completed a School Admissions Application Form. If any parent/carer has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent/carer and ask them to complete one.
- 11** Applicants will be able to express a preference for up to six maintained primary schools or Academies/Free Schools located within and/or outside Islington LA that has agreed to participate in their local authority's Qualifying Scheme.
- 12** The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent/carer resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13** The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2023**).
- 14** If parents/carers live separately, but the child lives equally with both, then it is the parents'/carers' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.
- 15** Only one address can be used for school admission purposes and the final decision will rest with Islington LA.

- 16** Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 17** The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
- there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 18** Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 19** Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **10 February 2023**.
- 20** Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after', including those who appear to have been in state care outside of England, and have recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after and will provide any additional evidence on receipt of a reasonable request to the MLA in respect of a preference for a school in its area by **3 February 2023**.
- 21** The same will also apply for any previously looked after child, including those who appear to have been in state care outside of England, who have been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, in respect of a preference for a school not in Islington MLA as soon as it is received.
- 22** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **3 February 2023**.
- **PROCESSING**
- 23** Applicants who are resident within Islington LA must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **15 January 2023**. Islington LA will follow the timetable set out in **Schedule C**.

- 24** Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **3 February 2023**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.
- 25** Any application forms, changes to preferences or preference order received after **15 January 2023** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 26** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **10 February 2023**, deciding each case upon its own merits.
- 27** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 28** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **10 February 2023**.
- 29** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA 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.
- 30** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **10 February 2023**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 31** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **10 February 2023**.
- 32** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **13 February 2023**.
- 33** Between **13 and 17 February 2023**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 34** Islington LA will participate in the application data checking exercise scheduled between **13 February and 17 February 2023** in the Pan-London timetable.
- 35** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for

whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.

- 36** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **24 February 2023**.
- 37** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **16 March 2023**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 38** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **24 March 2023** if this is sooner.
- 39** Islington will not make an additional offer between the end of the iterative process and **17 April 2023** which may impact on an offer being made by another participating LA.
- 40** Notwithstanding paragraph 38, if an error is identified within the allocation of places at one of our schools or academies, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington 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, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 41** Islington LA will participate in the offer data checking exercise scheduled between **27 March and 6 April 2023**.
- 42** Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2023**.

➤ **OFFERS**

- 43** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code, 2021. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.
- 44** Islington 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 HLA or in other participating LAs.
- 45** Islington LA will use the Notification Letter set out in **Schedule D**.
- 46** Notification of the outcome will be sent electronically to resident applicants on **17 April 2023**, unless a paper application was submitted.

47 Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day, on **17 April 2023**.

48 Parents/carers who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

49 Parents/carers must accept or decline the offer of a place by **2 May 2023**, or within two weeks of any subsequent offer. If they do not respond by this date the HLA will make every reasonable effort to contact the parent/carer to find out whether or not they wish to accept the place. Only where the parent/carer fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent/carer, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent/carer has not responded to the offer within a reasonable time).

50 Where a parent/carer accepts or declines a place by **2 May 2023**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **9 May 2023**. Subsequent information will be transferred as and when it is received.

51 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

52 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.

53 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

54 When acting as a HLA, Islington 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 School Admissions Application Form than any school already offered.

55 Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

56 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.

57 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

58 Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents/carers will be given the opportunity to make applications to Islington schools to which they did not originally apply.

59 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

60 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the **Autumn Term**.

61 Waiting lists for entry to Reception class in **September 2023** will be compiled on **3 May 2023** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

62 Following the second round of offers, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

63 Children will remain on the waiting list until **31 December 2023**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

64 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
- describe Islington's arrangements for the admission of children of UK Service Personnel in our composite prospectus/admissions brochure;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

- 65** Applications will be processed in line with Islington's school admissions procedures as described above.
- 66** Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
- 67** Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.
- 68** The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
- 69** The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **DEFERRING OR DELAYING ADMISSION**

- 70** Children are entitled to a full-time place in Reception class in the September following their fourth birthday.
- 71** In line with the Admissions Code 2021, parents/carers can defer the date their child takes up a full-time place until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the place was offered.
- 72** Parents/carers who wish to defer their child's admission or opt for their child to attend part-time until they reach compulsory school age *within the same academic year* should inform the head teacher of the offered school.
- 73** In the case of a parental/carer request to *delay* their child's admission into the reception class for the following academic year, the local authority will consider each case on its merits, in the best interests of the child, using the following criteria:
- the needs of the child and the possible impact of being out of chronological year group;
 - in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
 - whether delayed social, emotional or physical development is adversely affecting their readiness for school;
 - any evidence provided by the parents/carers to support their request;
 - the views of the head teacher of the relevant school;
 - relevant research into the outcomes of summer born and premature children.
- 74** If the request for delayed admission is agreed, the parent/carer must reapply for a reception class place on the basis of the following year's oversubscription criteria.
- 75** In both cases, the child **MUST** begin to attend school upon reaching compulsory school age (i.e. at the start of the term following their fifth birthday).

76 Where parents/carers wish, children may attend the offered school part-time until later in the school year but not beyond the point at which they reach compulsory school age.

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP WHO ARE NOT SUMMER BORN**

77 Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

78 Parents/carers may seek a place for their child outside of their normal age group at Primary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.

79 The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.

80 Parents/carers must supply written details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.

81 Cases will be considered by a panel comprising senior admissions officers and SEND specialists. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.

82 A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.

83 Although parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

**Schedule C: Timetable for the Determination of Primary Applications
2023/24**

01 January 2023	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
12 January 2023	Recommended closing date for receipt of the School Admission Application Form
15 January 2023	Statutory deadline for return of application to the Home LA
3 February 2023	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
10 February 2023	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
13 February – 17 February 2023	Own admission authority schools and academies will assess their applications according to their admissions criteria
13 February -17 February 2023	Pan-London data checking exercise of pupil applications exchanged via the PLR
20 February 2023	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
28 February 2023	Deadline for admission arrangements to be determined
16 March 2023	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
24 March 2023	Final ALT file to the PLR
27 March – 6 April 2023	Pan-London data checking exercise of pupil offer data
12 April 2023	Deadline for online ALT file to portal
17 April 2023	National Offer Day - Notification Letter sent to parents/carers by Home LA
02 May 2023	Date by which parents accept or decline offers
09 May 2023	Date by which LA will pass on information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on accepted or declined places.