

London Borough of Bromley Co-ordinated Primary School Admissions Scheme 2019-2020

Applications

Children must be resident at the same property as the parent with parental responsibility. In the case of parents who have shared care of a child applications will only be accepted from parent/guardians with proven parental responsibility i.e. Child Benefit; Child Tax Credit or other documents as deemed appropriate. Recent change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

1. Applications from residents of Bromley LA must be made on a common application form available on-line through a link on the Bromley website at www.bromley.gov.uk. Paper application forms will only be available in exceptional circumstances.
2. The LA will take all reasonable steps to ensure that all Bromley residents who have a child in a nursery or early years setting receive detailed advice on the application process and the co-ordinated admissions scheme.
3. The admission authorities within Bromley LA will not use supplementary forms except where the information available through the Application Form is insufficient for consideration of the application against the published admissions criteria.
4. Where supplementary forms are required they will be available, on request, from the schools concerned or from the Bromley website. Supplementary forms must advise parents that they must also complete their home LA's application form and that the supplementary form alone does not constitute a valid application. Likewise, parents will be advised that where supplementary forms are required, completion of the common application form alone may affect the result of their application.
5. Where Bromley schools receive a supplementary form they will inform Bromley LA so that it can determine whether a common application form (in either the LA or a neighbouring LA) has been completed. Where applicable, supplementary forms must be returned directly to the relevant schools by the date requested (to be published separately by the relevant school/LA). Such forms to indicate that unless a common application form has also been completed and returned to the relevant LA by the due date it does not constitute a valid application.
6. Applicants will be able to express a preference for six primary schools 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 Bromley LA in accordance with paragraph 1.9 of the School Admissions Code. However, where a parent resident in Bromley 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. Bromley LA undertakes to carry out the address verification process set out in its entry in the LIAAG (London Inner Authority Admissions Group) Address Verification Register. Bromley will in all cases include validation of resident applicants against Bromley LA's school data and the further investigation of any discrepancy. Where Bromley 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 **16 February 2019**.
9. Bromley LA will confirm the status of any resident child for whom it receives an application stating s/he is a 'Child Looked After', or previously looked after, and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **2 February 2019**.
10. The closing date for applications is **Monday 15 January 2019**. All applications, either on-line or on the Common Application Form must be received by the Admission team in Bromley by this date
11. No changes to preferences will be permitted after the closing date of **Monday 15 January 2019**.
12. Bromley LA will accept late applications between **Tuesday 16 January 2019** and **Thursday 8 February 2019** only if they are late for a good reason, deciding each case on its own merits.
13. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.

Processing

14. The LA will enter all preference details into the Local Admission System (LAS) and will upload data relating to applications for schools in other participating LA's to the PLR by **12 February 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
16. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the LA's upload of accepted late applications and address changes to the PLR is **12 February 2019**.
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 February 2019**, on the basis that an on-time application already exists within the Pan-London system.

19. Bromley LA will participate in the Pan London application data checking exercise scheduled between **13 and 27 February 2019**.
20. From **28 February 2019** all preferences for schools within Bromley LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the 2014 School Admissions Code. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. Bromley schools will provide the LA with a list of all applicants in criteria order no later than **9 March 2019**.
22. When the admission authorities within Bromley LA have provided a list of applicants in criteria order to Bromley LA, Bromley 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
23. Bromley LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
24. All participating LA's will upload the highest potential offer available to an out-borough applicant from their schools to the PLR by **22 March 2019**. The PLR will then transmit the highest potential offer made by the Maintaining LA to the Home LA.
25. The LAS of Bromley 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 **29 March 2019** if this is sooner.
26. This LA will not make an additional offer between the end of the iterative process and **16 April 2019** which may impact on an offer being made by another participating LA.
27. Notwithstanding paragraph 26, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home of maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
28. This LA will participate in the offer data checking exercise scheduled between **29 March and 10 April 2019** in the Pan-London timetable.

29. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2019**.

Offers

30. Individual admission authorities will be notified by the LA of the pupils being offered places in their school during the week prior to offer day.

31. Admission authorities must not contact applicants about potential/provisional offers at any time during the process.

32. **On 16 April 2019**, this LA will send, by first class post, notification of the outcome to resident applicants. On-line applicants will also receive an email notification, after 5pm.

33. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place at the nearest school with a place available, following consultation with individual schools.

34. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

35. The notification letter will also indicate that applications placed lower in the preference list have been automatically withdrawn under the co-ordinated admissions arrangements. Parents will also be informed of their right to appeal and how to register their appeals.

Late Applications

36. Late applications received after **15 January 2019** will not normally be considered until after **15 May 2019**. However, late applications in exceptional circumstances (e.g., the death of a close family member; moving into the Authority) will be considered as “on-time” with the agreement of individual admission authorities up to **8 February 2019**. Documentary evidence will be required to support any late application request. Late applications, accepted as having exceptional circumstances (e.g., the death of a close family member; moving into the Authority) received after **8 February 2019** and by **16 April 2019** will be considered in the reconciliation round after **6 May 2019**. All other applications received after **15 January 2019** and up to **16 April 2019** will be considered as “late” and will not be considered until after **15 May 2019**.

Change of Address

School places allocated under a proximity criterion are offered on the basis of the pupil's permanent home address. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. The LA must be advised of any change of address and must be supported by relevant documents. If a house move is not advised and a place is secured at a school from the previous address this will be investigated and considered as misleading

information. Places may be withdrawn if the family move out of the proximity area covered by the school.

37. Any change of address between **15 January 2019** and **8 February 2019** will only be considered for the allocation process on **16 April 2019** (offer day) if sufficient documents are approved by the Admission team in agreement with schools. Change of addresses will only be accepted with complete verification that the new address is the intended family permanent residence.

38. Any change of address after **8 February 2019**, but before **16 April 2019**, that has been accepted by the Admission team will not be considered until the reconciliation after **6 May 2019**.

Post-offer

39. Parents must accept or decline the offer of a place within 2 weeks, i.e. by **2 May 2019**.

40. A further round of co-ordination (reconciliation round) will be undertaken by the LA during **May 2019** to include late applications made after **15 January 2019**, and before **19 April 2019 with exceptional circumstances**. The reconciliation process **2019** will allocate returned offers to the next children on school waiting lists as places become available.

41. All other applications received after **15 January 2019** and before **16 April 2019** will be considered as "late" and will not be considered until after **15 May 2019**.

42. New applications received after **16 April 2019** will be added to the waiting lists of individual schools in admission criteria order after **15 May 2019**.

43. The results of any further offers made in the reconciliation round will be notified to individual admission authorities in a timescale to be agreed.

15 May 2019

- All primary schools to receive their acceptance lists. Waiting lists will continue to be by Local Authority who will continue to offer places that become available in line with individual schools published admissions arrangements.
- All refusals to be made to the Local Authority. and schools must not accept a refusal without confirmation from the LA.
- Bromley LA will accept new applications from parent/carers who have not been included in the Co-ordinated scheme.
- Bromley LA will allow new preferences to be added to CAF.

44. Bromley LA will inform Admission Authorities promptly of all changes to their acceptance list between **15 May and 31 August 2019**.

45. To ensure that any applicants do not receive multiple offers the LA will ensure that all admission authorities, including those out of borough, are notified promptly if multiple acceptances occur.

Waiting Lists

46. Bromley residents will be remain on any higher preference school/s waiting list/s.

47. Out borough applicants will be required to confirm whether they wish to remain on any higher Bromley preference school/s waiting list/s.

48. Waiting lists will be held until **31 December 2019**.

September 2019

49. New applications will be accepted for admission to reception through the "In Year" Admission scheme.

Audit

50. The operation of Bromley scheme will be subject to local audit. Details of the frequency and nature of the audit to be agreed with Bromley admissions authorities.

Annex 1

Bromley Pan-London (PLR) co-ordinated admissions scheme Timetable 2019/20

15 January 2019	Closing date for receipt of Common Application Form and On-line Applications
5 February 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
9 February 2019	Last day for consideration of late applications with exceptional circumstances
12 February 2019	Transfer of late application data to PLR
13 – 20 February 2019	Application checking exercise through PLR
23 February 2019	Full list of applicants to all own admission authority schools.
6 March 2019	Final deadline for schools to return to LA pupils in criteria order
15 Mar – 24 March 2019	Transfer of potential offer information from the Maintaining LAs to the PLR
Between 26 March and 9 April 2019	Offer checking exercise through PLR
11 April 2019	Offer detail file to On-line
16 April 2019	LA to send offers by 1 st class post to resident applicants
30 April 2019	Deadline for acceptance or rejection of offers
9 May 2019	Deadline for transfer of outcomes to maintaining LA's
From 9 May 2019	Reconciliation offers
15 May 2019	Acceptance lists returned to Schools
15 May 2019 onwards	Co-ordination to continue. Reconciliation of any returned offers to be re-allocated as they become available