



PAN-LONDON CO-ORDINATED SYSTEM

**Hackney Education's (HE's) Schemes for Coordination of
Admissions to Year 7 and Reception in Maintained Schools and
Academies in 2024/25**

Contents

Page 2: Definitions used in this document

Page 4: HE's scheme for coordination of admissions to Year 7 in September 2024

Page 9: HE's scheme for coordination of admissions to Reception in September 2024

Page 14: Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Page 15: HE's outcome letter/email -Year 7 and Reception Schemes (Schedule 2)

Page 16: Timetable for Year 7 Scheme (Schedule 3A)

Page 17: Timetable for Reception Scheme (Schedule 3B)

Definitions used in the HE's 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 HE's 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 Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the 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 HE's 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/Email”	the agreed form of letter/email 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/emails are sent 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 HE 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 coordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

Hackney Education's Scheme for Coordination of Admissions to Year 7 in 2024/25

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. HE will advise home LAs of their resident pupils on the roll of HE's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Hackney will be made on HE'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. These will be supplemented by any additional fields and information which are deemed necessary by HE to enable the admission authorities in Hackney to apply their published oversubscription criteria.
3. HE will take all reasonable steps to ensure that every parent/carer who is resident in Hackney and has a child in their last year of primary education within a maintained school or academy, either in Hackney or any other maintaining LA, is informed how they can access HE's admissions guide to apply. Parents/carers who do not live in Hackney will have access to HE's guidance online which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Hackney 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 Hackney, 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 Hackney, they will be available on HE's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. HE's admissions guide and website will indicate which schools in Hackney require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Hackney receives a supplementary information form, HE 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 Hackney.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hackney. 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 Hackney 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. HE undertakes to carry out the address verification process as set out in the admission arrangements. This will in all cases include validation of resident applicants against HE's primary school data and the further investigation of any discrepancy. Where HE 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. HE 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. HE will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Hackney whose parent/guardian wishes them 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 Hackney must return the Common Application Form, which will be available and able to be submitted on-line, to HE 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 HE'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. HE shall, in consultation with the admission authorities within Hackney process preference data and apply published oversubscription criteria within the framework of the Pan-London timetable in Schedule 3A.
15. *HE will accept late applications for Hackney residents and consider them to be on-time only if they are late for exceptional reasons that prevented the application being submitted by the closing date. Such cases will be considered until 12 December 2023 after which they will be deemed late regardless of the circumstances. HE alone will determine, on the merits of the case, if a late application can be considered on-time.
16. Where such late applications are considered to be on-time and contain preferences for schools in other LAs, HE will forward the details to maintaining LAs via the PLR as they are received. HE 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. HE 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 Hackney 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 Hackney have provided a list of applicants in criteria order to HE, HE 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. HE will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hackney before uploading data to the PLR.
22. HE will upload the highest potential offer available to an applicant for a maintained school or academy in Hackney to the PLR by 29 January 2024. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of HE 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 13 February 2024 if this is sooner.
24. HE 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 Hackney, HE will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) HE 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, HE will accept that the applicant(s) affected might receive a multiple offer.
26. HE will participate in the offer data checking exercise scheduled between 15 and 23 February 2024 in the Pan-London timetable in Schedule 3A.
27. HE will send a file to the E-Admissions 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. HE 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. This will normally be at the nearest maintained school or academy with a vacancy (subject to the approval of the admission authority of that school).
29. HE 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. HE's outcome letter/email will include the information set out in Schedule 2.
31. On 1 March 2024, HE will send notification of the outcome to resident applicants by email or first class post.
32. *HE will provide Hackney primary schools with destination data of its resident applicants by the end of the Summer term 2024.

Post Offer

33. HE 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 Hackney accepts or declines a place in a school within the area of another LA by 15 March 2024, HE will forward the information to the maintaining LA by 22 March 2024. Where such information is received from applicants after 15 March 2024, HE 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 Hackney, 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, HE will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Hackney. Where this is not done automatically, it will be done immediately following a request from the home LA.
37. After National Offer Day, all waiting list preferences for Hackney maintained schools and academies will be made on time and ordered in line with individual school admission arrangements.
38. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hackney, the admission authority will inform HE of a potential offer, in order that the offer may be made by the home LA.
39. When acting as a maintaining LA, HE will inform the home LA, where different, of an offer for a maintained school or academy in Hackney which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
40. When acting as a maintaining LA, HE and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

41. When acting as a home LA, HE will offer a place at a maintained school or academy in the area of another LA to an applicant resident in Hackney, provided that the school is ranked higher on the Common Application Form than any school already offered.
42. When acting as a home LA, when HE is informed by a maintaining LA of an offer which can be made to an applicant resident in Hackney 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.
43. When acting as a home LA, when HE has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 41 and 42 shall apply to the revised order of preferences.
44. When acting as a maintaining LA, HE will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
45. When acting as a maintaining LA, HE 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. Further information, including the deadlines for expressing changes of preference, will be available online at education.hackney.gov.uk/secondaryoffers
46. When acting as a maintaining LA, HE will establish waiting lists after 1 March 2024 by automatically including children who expressed a preference for maintained schools and academies in Hackney where the school was listed as a higher preference than the school offered by the home LA on 1 March 2024. If an applicant does not wish their child to be on the waiting list of a maintained school or academy in Hackney they must advise their home LA who will then communicate this request to HE.
47. When acting as a maintaining LA, HE will maintain a waiting list throughout the year of admission. Any places that become vacant from 1 March 2024 at maintained schools and academies in Hackney will be offered to pupils on the waiting lists through their home LA in accordance with published oversubscription criteria.
48. When acting as a home LA, HE will offer places that become available after National Offer Day in the week ending Friday 22 March 2024 and again in the week ending Friday 26 April 2024. Any further places that become available after 26 April will be offered regularly, approximately every two weeks until the end of the summer term. Further information will be available online at education.hackney.gov.uk/secondaryoffers
49. When acting as a home LA, HE will allow applicants to express additional or change their preferences before the start of the school term. Further information, including the deadlines for expressing changes of preference, will be available online at education.hackney.gov.uk/secondaryoffers
50. Applicants wishing to remain on the waiting list after the end of the summer term 2024 must reapply via the In Year application process from 1 August 2024. Further information will be available online at education.hackney.gov.uk/inyear

Hackney Education's Scheme for Coordination of Admissions to Reception in 2024/25

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Applications from Hackney residents will be made on HE'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. These will be supplemented by any additional fields and information which are deemed necessary by HE to enable the admission authorities in Hackney to apply their published oversubscription criteria.
2. HE will take all reasonable steps to ensure that every parent/carer who is resident in Hackney and has a child in a nursery class within a maintained school or academy, either in Hackney or any other maintaining LA, is informed how they can access HE's admissions guide to apply online. Parents/carers who do not live in Hackney will have access to HE's guidance online which will advise parents/carers to contact their home LA if they are unable to apply online
3. The admission authorities within Hackney 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 Hackney, HE 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 Hackney, they will be available on HE's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. HE's admissions guide and website will indicate which schools in Hackney require supplementary forms to be completed and where they can be obtained.
5. Where a school in Hackney receives a supplementary information form, HE 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 Hackney. This is to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Hackney 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. HE undertakes to carry out the address verification process set out in the admission arrangements. This will in all cases include validation of resident applicants against

Hackney's maintained nursery and primary school data and the further investigation of any discrepancy. Where HE 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 8 February 2024.

9. HE 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. HE will advise a maintaining LA of the reason for any application which is made in respect of a child resident in Hackney whose parent/guardian wishes them 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 Hackney must either submit online or return the Common Application Form to HE 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 HE'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. HE shall, in consultation with the admission authorities within Hackney process preference data and apply published oversubscription criteria within the framework of the Pan-London timetable in Schedule 3B.
14. *HE will accept late applications for Hackney residents and consider them to be on-time only if they are late for exceptional reasons that prevented the application being submitted by the closing date. Such cases will be considered until 8 February 2024 after which they will be deemed late regardless of the circumstances. HE alone will determine, on the merits of the case, if a late application can be considered on-time.
15. Where such late applications are considered to be on-time and contain preferences for schools in other LAs, HE will forward the details to maintaining LAs via the PLR as they are received. HE 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. HE 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 Hackney 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 Hackney have provided a list of applicants in criteria order to HE, HE 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. HE will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hackney before uploading data to the PLR.
21. HE will upload the highest potential offer available to an applicant for a maintained school or academy in Hackney 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 HE will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until 22 March 2024 if this is sooner.
23. HE will not make an additional offer between the end of the iterative process and 16 April 2024 which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Hackney, HE will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) HE 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, HE will accept that the applicant(s) affected might receive a multiple offer.
25. HE 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. HE will send a file to the E-Admissions 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. HE 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 School Admissions Code 2021. This will normally be at the nearest maintained school or academy with a vacancy (subject to the approval of the admission authority of that school).
28. HE 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. HE's outcome letter/email will include the information set out in Schedule 2.
30. On 16 April 2024, HE will send notification of the outcome to resident applicants by email or first class post.

31. *HE will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2024.

Post Offer

32. HE 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 Hackney accepts or declines a place in a school maintained by another LA by 30 April 2024, HE will forward the information to the maintaining LA by 9 May 2024. Where such information is received from applicants after 30 April 2024, HE 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 Hackney, 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, HE will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Hackney. Where this is not done automatically, it will be done immediately following a request from the home LA.
36. After National Offer Day, all waiting list preferences for Hackney maintained schools and academies will be made on time and ordered in line with individual school admission arrangements.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hackney, the admission authority will inform HE of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, HE will inform the home LA, where different, of an offer for a maintained school or academy in Hackney 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, HE and other the admission authorities in Hackney, will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, HE 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 HE is informed by a maintaining LA of an offer which can be made to a Hackney resident 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 HE 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, HE 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, HE 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. Further information, including the deadlines for expressing changes of preference, will be available online at education.hackney.gov.uk/primaryoffers

45. When acting as a maintaining LA, HE will establish waiting lists after 16 April 2024 by automatically including children who expressed a preference for maintained schools and academies in Hackney where the school was listed as a higher preference than the school offered by the home LA on 16 April 2024. If an applicant does not wish their child to be on the waiting list of a maintained school or academy in Hackney they must advise their home LA who will then communicate this request to HE.
46. When acting as a maintaining LA, HE will maintain a waiting list throughout the year of admission. Any places that become vacant from 16 April 2024 at maintained schools and academies in Hackney will be offered to pupils on the waiting lists through their home LA in accordance with published oversubscription criteria.
47. When acting as a home LA, HE will offer places that become available after National Offer Day in the week ending Friday 10 May 2024 and again in the week ending Friday 7 June 2024. Any further places that become available after 7 June will be offered regularly, approximately every two weeks until the end of the summer term. Further information will be available online at education.hackney.gov.uk/receptionoffers
48. When acting as a home LA HE will allow applicants to express additional preferences before the start of the school term. Further information, including the deadlines for expressing changes of preference, will be available online at education.hackney.gov.uk/primaryoffers
49. Applicants wishing to remain on the waiting list after the end of the summer term 2024 must reapply via the In Year application process from 1 August 2024. Further information will be available online at education.hackney.gov.uk/inyear

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

HE Outcome Letter/Email 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 had 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 be placed on the waiting list for a school which has 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 has 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 April 2024 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters/emails should include the paragraphs in italics only)

SCHEDULE 3A

Timetable for Admissions to Year 7 in 2024/25

Date & working days	Process	Paragraph
Tue 31 Oct 2023 <i>10 days</i>	Statutory deadline for receipt of applications	12
Tue 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” from parents to Home LA.	9,17
Thur 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
Mon 29 Jan 2024 <i>8 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
Wed 14 – 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 emails sent/letters posted.	24, 31
Fri 15 Mar 2024 <i>5 days</i>	Deadline for return of acceptances	33, 34
Fri 22 Mar 2024	Deadline for transfer of acceptances to maintaining LAs	34

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
Thur 8 Feb 2024	Deadline for the receipt of late applications considered as “on-time” from 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 19 Feb 2024 <i>18 days</i>	Ranking applications	19, 20
Thur 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 Checking of offer data ends	25
Wed 10 Apr 2024	Deadline for on-line ALT file to portal	26
Tue 16 April 2024 <i>10 days</i>	Offer emails sent/letters posted.	23, 30
Tue 30 April 2024 <i>5 days</i>	Deadline for receipt of acceptances	32, 33
Wed 8 May 2024	Deadline for transfer of acceptances to maintaining LAs	33

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