

# Determined admission arrangements for Barnet community schools 2023-24

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## **Oversubscription Criteria for Admission to Community Infant and Primary School Reception Classes in 2023-24**

Offers of places at the preferred community school(s) will be made to all applicants unless the number of applicants for the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, places will first be allocated to children with an Education Health and Care Plan (EHCP) naming the school. The remaining places will be allocated in the following order of priority:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1)
2. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
3. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked school in the case of separate infant and junior schools. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant
4. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school.
5. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)
6. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

**Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 12 of the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

Looked after priority for children previously in state care outside of England is effective from 1 September 2021.

**Note 2**

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school. Information not provided at the time the application is submitted may not be considered at a later date.

**Note 3**

A map showing each school's defined area may be viewed on Barnet Council's website, [here](#). Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

**Tie Breaker**

Distance will be used as a tie-breaker within each category.

**Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet's computerised system and places will be offered accordingly.

### **Applications on behalf of Twins or Triplets (Multiple Births)**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation.

### **Request to delay entry to school**

Children reach compulsory school age at the beginning of the term following their fifth birthday. Parents of children below compulsory school age may defer their child's entry to a Reception class school until the later in the school year. However, a Reception class place should be taken up by the start of the summer term. If parents want their child to take up a Year 1 place in the following academic year a fresh application must be made.

### **Requests for admission outside the normal age group**

Children are educated in school with others of their age group, with the curriculum differentiated as necessary to meet the needs of individual children. However, parents may request that their child is exceptionally admitted outside their age group, for example if their child is gifted or talented or has experienced problems such as ill health. As the admissions authority for community primary schools, the local authority will decide whether or not the individual circumstances make this appropriate on educational grounds and in the best interests of the child. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year before the year when children of the same age are due to start school **and** submit a 'Request for Out-of-Year Admission' form.

### **Summer-born children**

Parents of a summer born children may choose not to send that child to school until the September following their fifth birthday and may request that their child is admitted out of their normal age group – to Reception rather than year 1.

If parents wish to apply for their summer-born child to join a Reception class, instead of Year 1, in September 2024, they must complete an application for Reception 2023 **and** submit a 'Request for Out-of-Year Admission' form. Summer-born children are those born between 1 April and 31 August.

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **General Data Protection Regulation (GDPR)**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o the current school
- o the school to which the child is to be admitted
- o other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## **Oversubscription criteria for In-Year Admission to Community Schools 2023-24**

Offers of places at the preferred community school(s) will be made to all applicants unless the number of applicants for the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, places will first be allocated to children with an Education Health and Care Plan (EHCP) naming the school. The remaining places will be allocated in the following order of priority:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1)
2. Children without a school place who the Director of Education & Skills accepts have an exceptional need which the school is particularly able to meet (see Note 2)
3. Children without a school place who live within the school's associated geographical area\* and will have a sibling\*\* at the school at the time of admission
4. Children without a school place who live outside the school's associated geographical area\* and will have a sibling\*\* at the school at the time of admission
5. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school
6. Children who live within the school's associated geographical area\* and who are without a school place because they have moved
7. Children without a school place who live within the school's associated geographical area\*, who are a former pupil of the school and who have attended the school in the 12 months prior to the date of the application

8. Other children without a school place who live within the school's associated geographical area\*
9. Other children who will have a sibling\*\* in the school at the time of admission
10. Other children who live within the school's associated geographical area\*
11. Remaining places are offered to children living outside the individual school's defined area, giving priority to those living closest to the school when distance is measured in a straight line.

\*For our community secondary school (Friern Barnet School), the associated geographical area is defined as the largest area to which places have been offered at secondary transfer during the last three years.

\*\* A sibling would include a half, step, adoptive or foster sibling provided they also live at the same address and who is a pupil or has been offered a place at the school in years Reception – 11 (or in years 12-13 at Woodhouse College, provided they also attended in years 7-11 for at least one year), or at the linked school in the case of separate infant and junior schools.

### **Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 12 of the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

Looked after priority for children previously in state care outside of England is effective from 1 September 2021.

### **Note 2**

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and must specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school.**Distance**

Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

### **Tie Breaker**

Distance will be used as a tie-breaker within each category.

### **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet's computerised system and places will be offered accordingly.

### **Applications made on behalf of twins or triplets (Multiple Births)**

If only one place is available at the school and the next child who qualifies for an infant class place is one of multiple birth siblings, we will ask community schools to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under infant class size legislation. When the over-subscription criteria are applied to other applications made on behalf of twins or triplets, they will be selected in random order using Barnet's computerised system and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the particular school's waiting list and would have priority should any vacancies arise at that school.

### **Requests for admission outside the normal age group**

Children are educated in school with others of their age group, with the curriculum differentiated as necessary to meet the needs of individual children. However, parents may request that their child is exceptionally admitted outside their age group, for example if their child is gifted or talented or has experienced problems such as ill health. As the admissions



authority for community schools, the local authority will decide whether or not the individual circumstances make this appropriate on educational grounds and in the best interests of the child. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely

Parents seeking admission to a different age group should complete an application for the correct year group and then submit a request for out-of-year admission together with supporting evidence that demonstrates why it would be in the child's best interests to be placed outside their normal age group.

#### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **General Data Protection Regulation (GDPR)**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
- o The school to which the child is to be admitted
- o Other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## **Oversubscription Criteria for Transfer to Community Junior School in 2023-24**

Offers of places at the preferred community school(s) will be made to all applicants unless the number of applicants for the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, places will first be allocated to children with an Education Health and Care Plan (EHCP) naming the school. The remaining places will be allocated in the following order of priority:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1)
2. Children who, when the applications are processed, attend the linked infant school.
3. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
4. Children who live within the individual school's defined area and who are without a school place because they have moved
5. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked school in the case of separate infant and junior schools. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.
6. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school
7. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

8. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

**Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 12 of the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

Looked after priority for children previously in state care outside of England is effective from 1 September 2021.

**Note 2**

Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school. Information not provided at the time the application is submitted may not be considered at a later date.

**Note 3**

A map showing a school's defined area may be viewed at the school. Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

**Tie Breaker**

Distance will be used as a tie-breaker within each category.

### **Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet's computerised system and places will be offered accordingly.

### **Applications made on behalf of twins or triplets**

When the over-subscription criteria are applied to applications made on behalf on twins or triplets, they will be selected in random order using Barnet's computerised system and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically and given priority on the particular school's waiting list.

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **General Data Protection Regulation (GDPR)**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
- o The school to which the child is to be admitted
- o Other Admission Authorities so as to ensure that parents have provided consistent information and do not hold on to more than one school place
- o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## **Oversubscription Criteria for Friern Barnet Community Secondary School at Secondary Transfer 2023-24**

Potential offers of places up to the admission limit of 162 will be made to all those who apply unless the school is over-subscribed. When this occurs places will first be allocated to children with an Education Health and Care Plan (EHCP) naming the school. The remaining places will be allocated in the following order of priority:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1)
2. Children who, at the time of admission, have a sibling living at the same address who is a pupil in years 7 - 11 of the school, or who is attending the linked 6<sup>th</sup> Form College, Woodhouse College, if they previously attended in years 7 – 11 for at least one year. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.
3. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school
4. Priority will be given to a maximum of 16 pupils who show performing arts potential in dance, drama or music
5. Remaining places are offered on a geographical basis, with priority given to those who live closest to the school when measuring distance in a straight line (see Note 2).

**Note 1**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 12 of the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section.8 of the Children Act 1989, as amended by Section12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by section 14A of the Children Act 1989.

Looked after priority for children previously in state care outside of England is effective from 1 September 2021.

**Note 2**

Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate (unless specified otherwise) using the Council's computerised geographical information system.

**Tie Breaker**

Distance will be used as a tie-breaker within each category.

**Final Tie Breaker**

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order using Barnet's computerised system and places will be offered accordingly.

**Applications made on behalf of twins or triplets**

When the over-subscription criteria are applied to applications made on behalf on twins or triplets, they will be selected in random order using Barnet's computerised system and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the school's waiting list and would have priority should any vacancies arise at the school.

### **Requests for admission outside the normal age group**

Children are educated in school with others of their age group, with the curriculum differentiated as necessary to meet the needs of individual children. However, parents may request that their child is exceptionally admitted outside their age group, for example if their child is gifted or talented or has experienced problems such as ill health. As the admissions authority for the school, the local authority will decide whether or not the individual circumstances make this appropriate on educational grounds and in the best interests of the child. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely

### **Fair processing and Sharing Information**

The information provided with an application for a school place will be used in line with the provisions of the **General Data Protection Regulation (GDPR)**. Barnet has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Barnet may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people.

Barnet also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

The people who may receive this information are:

- o The current school
- o The school to which the child is to be admitted
- o Other Admission Authorities so as to ensure that parents have provided
- o consistent information and do not hold on to more than one school place
- o Any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

## Published admission numbers for Barnet community primary schools 2023-2024

Community Primary Schools	Admission Limit
Barnfield Primary	60
Bell Lane Primary	60
Brookland Junior	90
Brookland Infant	90
Brunswick Park Primary	60
Chalgrove Primary	30
Church Hill Primary	30
Colindale Primary	90
Coppetts Wood Primary	30
Courtland Primary	30
Cromer Road Primary	60
Danegrove Primary	90
Deansbrook Infant	90
Dollis Primary	60
Edgware Primary	60
The Fairway Primary	30
Foulds Primary	45
Frith Manor Primary	60
Garden Suburb Junior	90

Community Primary Schools	Admission Limit
Garden Suburb Infant	90
Goldbeaters Primary	60
Holly Park Primary	60
Livingstone Primary	30
Manorside Primary	30
Martin Primary	90
Monkfrith School	60
Moss Hall Junior	120
Moss Hall Infant	120
Northside Primary	30
The Orion Primary	120
Queenswell Junior	60
Queenswell Infant	60
Sunnyfields Primary	30
Tudor Primary	30
Underhill Primary	60
Wessex Gardens Primary	60
Whitings Hill Primary	60
Woodcroft Primary	60
Woodridge Primary	30



**Co-ordinated Admissions Schemes 2023-24**

***PAN-LONDON CO-ORDINATED ADMISSION SYSTEM***

***Co-ordination of Admissions to Year 7 / Year 10 and Reception/Junior  
in Maintained Schools and Academies in 2023/24***

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## **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

### **Template LA Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in 2023/24**

#### **Definitions used in the template schemes**

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.....
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2023/24

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

#### Applications

1. Barnet Council will advise home LAs of their resident pupils on the roll of Barnet's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Barnet Council will be made on Barnet Council'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 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Barnet Council to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Barnet Council will take all reasonable steps to ensure that every parent/carer who is resident in Barnet Council and has a child in their last year of primary education within a maintained school or academy, either in Barnet Council or any other maintaining LA, is informed how they can access Barnet Council's composite prospectus and apply online. Parents/carers who do not live in Barnet Council will have access to Barnet Council's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Barnet Council 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 Barnet Council, 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 Barnet Council, they will be available on Barnet Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Barnet Council's composite prospectus and website will indicate which schools in Barnet Council require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Barnet Council receives a supplementary information form, Barnet Council will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.

7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Barnet Council. 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 Barnet Council 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. Barnet Council undertakes to carry out the address verification process as set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Barnet Council’s primary school data and the further investigation of any discrepancy. Where Barnet Council 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 **12 December 2022**.
10. Barnet Council 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 2022**.
11. Barnet Council will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Barnet Council to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2022**.

### Processing

12. Applicants resident within Barnet Council must return the Common Application Form, which will be available and able to be submitted on-line, to Barnet Council by **31 October 2022**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Barnet Council’s scheme, will be up-loaded to the PLR by **14 November 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Barnet Council shall, within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Barnet Council will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Barnet Council will forward the details to maintaining LAs via the PLR as they are received. Barnet Council 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 **12 December 2022**.
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 **9 December 2022**, on the basis that an on-time application already exists within the Pan-London system.
19. Barnet Council will participate in the application data checking exercise scheduled between **13 December 2022 and 3 January 2023** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Barnet Council 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 Barnet Council have provided a list of applicants in criteria order to Barnet Council, Barnet Council 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. Barnet Council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Barnet Council's area before uploading data to the PLR.
22. Barnet Council will upload the highest potential offer available to an applicant for a maintained school or academy in Barnet Council to the PLR by **31 January 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Barnet Council 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 2023** if this is sooner.
24. Barnet Council 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.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Barnet Council, Barnet Council will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barnet Council 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, Barnet Council will accept that the applicant(s) affected might receive a multiple offer.
26. Barnet Council will participate in the offer data checking exercise scheduled between **14 and 21 February 2023** in the Pan-London timetable in Schedule 3A.
27. Barnet Council 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**. (33 London LAs & Surrey LA only).

## Offers

28. Barnet Council 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.
29. Barnet Council 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. Barnet Council's outcome letter will include the information set out in Schedule 2.
31. On 1 March 2023, Barnet Council will send notification of the outcome to resident applicants by email or first class post.
32. \*Barnet Council will provide primary schools with destination data of its resident applicants by the end of the summer term **2023**.

#### **Post Offer**

33. Barnet Council will request that resident applicants accept or decline the offer of a place by **15 March 2023**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Barnet Council accepts or declines a place in a school within the area of another LA by **15 March 2023**, Barnet Council will forward the information to the maintaining LA by **22 March 2023**. Where such information is received from applicants after **15 March 2023**, Barnet Council 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 Barnet Council's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, Barnet Council will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Barnet Council's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Barnet Council's area, the admission authority will inform Barnet Council of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of an offer for a maintained school or Academy in Barnet Council's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, Barnet Council and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

40. When acting as a home LA, Barnet Council 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 Barnet Council is informed by a maintaining LA of an offer which can be made to an applicant resident in Barnet Council's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when Barnet Council 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, Barnet Council 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, Barnet Council will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. Barnet Council, when acting as a maintaining LA, will determine and state here how waiting lists will be maintained after National Offer Day.
46. Barnet Council, when acting as a home LA, will determine and state here the timetable for the initial offer of places which become available after National Offer Day, which must take place within a maximum of four weeks from National Offer Day.
47. Barnet Council, when acting as a home LA, will determine and state here that, after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted unless stated otherwise here.



## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2023/24

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

#### Applications

1. Applications from residents of Barnet Council will be made on Barnet Council'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 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Barnet Council to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Barnet Council will take all reasonable steps to ensure that every parent/carer who is resident in Barnet Council and has a child in a nursery class within a maintained school or academy, either in Barnet Council or any other maintaining LA, is informed how they can access Barnet Council's composite prospectus and apply online. Parents/carers who do not live in Barnet Council will have access to Barnet Council's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Barnet Council 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 Barnet Council, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in Barnet Council, they will be available on Barnet Council's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Barnet Council's composite prospectus and website will indicate which schools in Barnet Council require supplementary forms to be completed and where they can be obtained.
5. Where a school in Barnet Council receives a supplementary information form, Barnet Council 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. [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Barnet Council to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Barnet Council 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. Barnet Council undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against Barnet Council's maintained nursery and primary school data and the further investigation of any discrepancy. Where Barnet Council is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 February 2023**.
9. Barnet Council 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 **3 February 2023**.
10. Barnet Council will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Barnet Council to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

### **Processing**

11. Applicants resident within Barnet Council must return the Common Application Form, which will be available and able to be submitted online, to Barnet Council by **15 January 2023**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Barnet Council's scheme, will be up-loaded to the PLR by **3 February 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. [Barnet Council shall, in consultation with the admission authorities within Barnet Council's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]
14. Barnet Council will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Barnet Council will forward the details to maintaining LAs via the PLR as they are received. Barnet Council will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **10 February 2023**.
17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **9 February 2023**, on the basis that an on-time application already exists within the Pan-London system.
18. Barnet Council will participate in the application data checking exercise scheduled between **13 and 17 February 2023** in the Pan-London timetable in Schedule 3B.

19. All preferences for schools within Barnet Council 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 Barnet Council have provided a list of applicants in criteria order to Barnet Council, Barnet Council 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. Barnet Council will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Barnet Council's area before uploading data to the PLR.
21. Barnet Council will upload the highest potential offer available to an applicant for a maintained school or academy in Barnet Council to the PLR by **16 March 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Barnet Council will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **24 March 2023** if this is sooner.
23. Barnet Council will not make an additional offer between the end of the iterative process and the **17 April 2023** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Barnet Council, Barnet Council will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Barnet Council 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, Barnet Council will accept that the applicant(s) affected might receive a multiple offer.
25. Barnet Council will participate in the offer data checking exercise scheduled between **27 March and 6 April 2023** in the Pan-London timetable in Schedule 3B.
26. Barnet Council 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**. (33 London LAs & Surrey LA only).

## **Offers**

27. Barnet Council will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. This will normally be the nearest school to the child's home address that has vacancies.
28. Barnet Council 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. Barnet Council's outcome letter will include the information set out in Schedule 2.
30. Barnet Council will, on 17 April 2023, send notification of the outcome to resident applicants by email or first class post.

31. Barnet Council will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term **2023**.

#### **Post Offer**

32. Barnet Council will request that resident applicants accept or decline the offer of a place by **2 May 2023**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Barnet Council accepts or declines a place in a school maintained by another LA by **2 May 2023**, Barnet Council will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, Barnet Council 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 Barnet Council's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
35. When acting as a maintaining LA, Barnet Council will place an applicant resident in the area of another LA on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Barnet Council's area, the admission authority will inform Barnet Council of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of an offer for a maintained school or Academy in Barnet Council's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, Barnet Council and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Barnet Council will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when Barnet Council is informed by a maintaining LA of an offer which can be made to an applicant resident in Barnet Council's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when Barnet Council has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, Barnet Council will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Barnet Council will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.

44. Barnet Council, when acting as a maintaining LA, will determine and state here how waiting lists will be maintained after National Offer Day.
45. Barnet Council, when acting as a home LA, will determine and state here the timetable for the initial offer of places which become available after National Offer Day, which must take place within a maximum of four weeks from National Offer Day.
46. Barnet Council, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted unless stated otherwise here.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year  
7/Year 10 and Reception/Junior in 2023/24**

Child's details:

Surname  
Forename(s)  
Middle name(s)  
Date of Birth  
Gender  
Home address  
Name of current school  
Address of current school (if outside home 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.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME**  
**SCHEDULE 3A**

**Timetable for Admissions to Year 7/Year 10 in 2023/24**

<b>Date &amp; working days</b>	<b>Process</b>	<b>Paragraph</b>
<b>Mon 31 Oct 2022</b> <i>10 days</i>	Statutory deadline for receipt of applications	<b>12</b>
<b>Mon 14 Nov 2022</b> <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	<b>10, 11, 13</b>
<b>Mon 12 Dec 2022</b>	Deadline for the upload of late applications considered as “on-time” to the PLR.	<b>9, 17</b>
<b>Tues 13 Dec 2022 – Tues 3 Jan 2023</b>	Checking of application data	<b>19</b>
<b>Wed 4 Jan 2023</b> <i>19 days</i>	Ranking applications	<b>19, 20, 21</b>
<b>Tues 31 Jan 2023</b> <i>9 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	<b>22</b>
<b>Mon 13 Feb 2023</b>	Final ALT file to PLR	<b>23</b>
<b>Tues 14 – Tues 21 Feb 2023</b> <i>1 day</i>	Checking of offer data	<b>26</b>
<b>Wed 22 Feb 2023</b> <i>4 days</i>	Deadline for on-line ALT file to portal	<b>27</b>
<b>Wed 1 Mar 2023</b> <i>10 days</i>	Offer letter sent to applicant, by email	<b>24, 31</b>
<b>Wed 15 Mar 2023</b> <i>5 days</i>	Deadline for return of acceptances	<b>33, 34</b>
<b>Wed 22 Mar 2023</b>	Deadline for transfer of acceptances to maintaining LAs	<b>34</b>



**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

**Timetable for Admissions to Reception/Junior in 2023/24**

<b>Date &amp; working days</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sun 15 Jan 2023</b> <i>15 days</i>	Statutory deadline for receipt of applications	<b>11</b>
<b>Fri 3 Feb 2023</b> <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	<b>9, 10, 12</b>
<b>Fri 10 Feb 2023</b>	Deadline for the upload of late applications considered as “on-time” to the PLR.	<b>8, 16</b>
<b>Mon 13 –Fri 17 Feb 2023</b>	Checking of application data	<b>18</b>
<b>Mon 20 Feb 2023</b> <i>18 days</i>	Ranking applications	<b>19, 20,</b>
<b>Thurs 16 Mar 2023</b> <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	<b>21</b>
<b>Fri 24 Mar 2023</b>	Final ALT file to PLR	<b>22</b>
<b>Mon 27 Mar - Thurs 6 Apr 2023</b> <i>2 days</i>	Checking of offer data Checking of offer data ends	<b>25</b>
<b>Wed 12 Apr 2023</b> <i>3 days</i>	Deadline for on-line ALT file to portal	<b>26</b>
<b>Mon 17 April 2023</b> <i>10 days</i>	Offer letter sent to applicant, by email	<b>23, 30</b>
<b>Tues 2 May 2023</b> <i>5 days</i>	Deadline for receipt of acceptances	<b>32, 33</b>
<b>Tues 9 May 2023</b>	Deadline for transfer of acceptances to maintaining LAs	<b>33</b>

**Easter 2023 – April Friday 7<sup>th</sup> to Monday 10<sup>th</sup>**