

Admission arrangements for Barnet community schools 2025-26

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Oversubscription Criteria for Admission to Community Infant and Primary School Reception Classes in 2025-26

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 School Access & Skills accepts as having 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 (see Note 3).
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 4).
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 4).

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 Section 12 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.

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

Siblings include half, step, adoptive and foster siblings provided they also live at the same address as the applicant. Sibling priority does not apply where the sibling attends the nursery linked to the school.

Note 4

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 later in the school year. However, a Reception class place must 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 child 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 2025, they must complete an application for Reception 2024 **and** 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:

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

Oversubscription criteria for In-Year Admission to Community Schools 2025-26

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 School Access & Skills accepts as having 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*, and who formerly attended the school within 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. Children living outside the individual school's defined area, in order of 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 will 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 Reception to Year 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 Section 12 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.

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 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:

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

Oversubscription Criteria for Transfer to Community Junior School in 2025-26

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).s
2. Children who, when the applications are processed, attend the linked infant school.
3. Children who the Director of School Access & Skills accepts as having 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 main school, or the linked main school in the case of separate infant and junior schools. Siblings will 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 Section 12 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.

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:

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

Oversubscription Criteria for Friern Barnet Community Secondary School at Secondary Transfer 2025-26

Places will be offered to all applicants up to the admission number of 150. In the event that the 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, 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 6th Form College, Woodhouse College, if they previously attended in years 7 – 11 for at least one year. Siblings will 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. The remaining places will be 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 Section 12 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.

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:

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

Published admission numbers for Barnet community primary schools 2025-2026

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	60
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	90
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	30
Whitings Hill Primary	60
Woodcroft Primary	60
Woodridge Primary	30

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

LB Barnet Schemes for Co-ordination of Admissions to Year 7/ Year 10 and Reception/Junior in Maintained Schools and Academies in 2025/26

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

LB Barnet Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in 2025/26

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 all 33 London LAs and five bordering LAs - Surrey, Kent, Hertfordshire, Essex and Thurrock

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

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

LB Barnet Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2025/26

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

Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA. [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA. This is to comply with paragraph 1.9 of the School

Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. This LA undertakes to carry out the address verification process as set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **17 December 2024**.
10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2024**.
11. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **14 November 2024**.

Processing

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2024**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **14 November 2024**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Between **14 November** and **18 November 2024**, this LA will check the application data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **21 November 2024**.
15. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. The latest date for receipt of such applications from parents/carers is **12 December 2024**.
16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **17 December 2024**.
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 2024**, on the basis that an on-time application already exists within the Pan-London system.

19. This LA will participate in the application data checking exercise scheduled between **17 December 2024 and 2 January 2025** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the ‘Equal Preference System’.]
21. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA’s area before uploading data to the PLR.
22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **31 January 2025**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **13 February 2025**. Where a management decision is made that additional iterations are necessary, these will continue no later than **17 February 2025**.
24. This LA will not make an additional offer between the end of the iterative process and **3 March 2025** 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 this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. This LA will participate in the offer data checking exercise scheduled between **18 February and 26 February 2025** in the Pan-London timetable in Schedule 3A.
27. This LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2025**.
28. The file should additionally contain offers to late applicants who can be offered a place on 3 March 2025. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

Offers

29. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code

2021. The alternative school will normally be the nearest school to the child's home with a vacancy.
30. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
 31. This LA's outcome letter will include the information set out in Schedule 2.
 32. On **3 March 2025**, this LA will send notification of the outcome to resident applicants by email.
 33. This LA will provide primary schools with destination data of its resident applicants on **3 March 2025**, through the shared electronic database.

Post Offer

34. This LA will request that resident applicants accept or decline the offer of a place by **17 March 2025**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **17 March 2025**, this LA will forward the information to the maintaining LA by **24 March 2025**. Where such information is received from applicants after **17 March 2025**, this LA will pass it to the maintaining LA as it is received.
36. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
37. When acting as a maintaining LA, this LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).
38. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
39. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
40. When acting as a maintaining LA, this LA 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, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
42. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common

Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

43. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
44. When acting as a maintaining LA, this LA 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, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
46. This LA, when acting as a maintaining LA, will maintain higher preference waiting lists in accordance with the individual school's published admission arrangements, until the end of the academic year 2025/26.
47. This LA, when acting as a home LA, will re-offer places that may become available after National Offer Day 2025, from **24 March 2025**.
48. This LA, when acting as a home LA, will accept and process additional preferences expressed by the applicants before the start of the school term. The number of additional preferences will be unrestricted.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2025/26

Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's

maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 February 2025**.

9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **5 February 2025**.
10. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2025**.

Processing

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **15 January 2025**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **5 February 2025**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA will share the details of each application with own admission authority schools within LB Barnet to enable schools to apply their admissions criteria.
14. This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
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 **13 February 2025**.
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 **12 February 2025**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **14 and 20 February 2025** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.

21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **18 March 2025**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **26 March 2025**.
23. This LA will not make an additional offer between the end of the iterative process and the **16 April 2025** 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 this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **27 March and 11 April 2025** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2025**. (33 London LAs & Surrey LA only).
27. The file should additionally contain offers to late applicants who can be offered a place on **16 April 2025**. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

Offers

28. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. The alternative school will normally be the nearest school to the child's home with a vacancy.
29. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. This LA's outcome letter will include the information set out in Schedule 2.
31. This LA will, on **16 April 2025**, send notification of the outcome to resident applicants by email.
32. This LA will provide nursery and primary schools with destination data of its resident applicants on 16 April 2025.

Post Offer

33. This LA will request that resident applicants accept or decline the offer of a place by **30 April 2025**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **30 April 2025**, this LA will forward the information to the maintaining LA by **7 May 2025**. Where such information is received from applicants after **1 May 2025**, this LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, this LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. This LA, when acting as a maintaining LA, will maintain higher preference school waiting lists until the end of the academic year 2025/26.

46. This LA, when acting as a home LA, will reoffer places which become available after National Offer Day, from 5 May 2025.
47. This LA, when acting as a home LA, will accept and process additional preferences applicants may express before the start of the school term. The number of additional preferences will be unrestricted.

**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 2025/26**

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

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7/Year 10 and Reception/Junior in 2025/26

From: Home LA

Date: **3 March 2025 (sec)**
16 April 2025 (prim)

Dear Parent/Carer,

Application for a Secondary / Primary School

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

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

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

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

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

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

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

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

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

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

*Please return the reply slip to me by **17 March 2025 (sec)** / **30 April 2025 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

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

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

Timetable for Admissions to Year 7/Year 10 in September 2025

Date & working days	Process	Paragraph
Thurs 31 Oct 2024 <i>10 days</i>	Statutory deadline for receipt of applications	12
Thurs 14 Nov 2024 <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Thurs 12 Dec 2024	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	9,17
Tues 17 Dec 2024	Deadline for the upload of late applications considered as “on-time” to the PLR.	9, 17
Tues 17 Dec 2024 – Thurs 2 Jan 2025	Checking of application data	19
Fri 3 Jan 2025 <i>20 days</i>	Ranking applications	19, 20, 21
Fri 31 Jan 2025 <i>10 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Thurs 13 Feb 2025	Final ALT file to PLR*	23
Fri 14 to Mon 17 Feb 2025	*Additional iterations if needed	23
Mon 17 to Fri 21 Feb 2025	<i>Half Term</i>	
Fri 14 (Tues 18) – Wed 26 Feb 2025 <i>6 days</i>	Checking of offer data	26

Thurs 27 Feb 2025 <i>2 days</i>	Deadline for on-line ALT file to portal	27
Mon 3 Mar 2025 <i>10 days</i>	Offer notifications sent.	24, 31
Mon 17 Mar 2025 <i>5 days</i>	Deadline for acceptances	33, 34
Mon 24 Mar 2025	Deadline for transfer of acceptances to maintaining LAs	34

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

Timetable for Admissions to Reception/Junior in September 2025

Date & working days	Process	Paragraph
Wed 15 Jan 2025 <i>15 days</i>	Statutory deadline for receipt of applications	11
Wed 5 Feb 2025 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Wed 12 Feb 2025	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	8,16
Thurs 13 Feb 2025	Deadline for the upload of late applications considered as “on-time” to the PLR.	8, 16
Fri 14 –Thurs 20 Feb 2025	Checking of application data	18
Mon 17 to Fri 21 Feb 2025	<i>Half Term</i>	
Fri 21 Feb 2025 <i>17 days</i>	Ranking applications	19, 20,
Tues 18 Mar 2025 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Wed 26 Mar 2025	Final ALT file to PLR	22
Thurs 27 Mar - Fri 11	Checking of offer data	25

Apr 2025		
<i>Mon 7 April to Mon 21 April</i>	<i>Easter Holidays</i>	
Mon 14 Apr 2025	Deadline for on-line ALT file to portal	26
Wed 16 April 2025 <i>10 days</i>	Offer notifications sent.	23, 30
Wed 30 April 2025 <i>5 days</i>	Deadline for acceptances	32, 33
Mon 7 May 2025	Deadline for transfer of acceptances to maintaining LAs	33

Easter Weekend 2025 – Friday 18th April to Monday 21st April