

Southwark's Protocol for In-year Admissions Primary

**Southwark's Primary School In-year Application Protocol - September 2013 -
Guidance for Headteachers and their Admissions staff**

Changes in legislation regarding in-year admissions come into force in September 2013. In line with the changes which are set out in the 'Admissions Code' and the agreed 'Pan London' in-year protocol, Southwark is refining its in-year admissions

The Southwark Protocol will be efficient, transparent, consistent and easier for schools and parents, as it adopts a common approach when parents apply for school places across the London area and crucially addresses the issue around safeguarding

1. Important changes to LA's in-year protocols across the Capital

The London Inter Authorities Admissions Group (LIAAG) have agreed that Parents across the Capital are required to apply for school places to the borough where the schools are located

This means:

- All applications (Southwark and non Southwark residents) to Southwark schools will be applied for on the Southwark in-year application form
- Southwark parents applying for a place in an out borough school will apply to the borough where the school is located
- **Please note: Southwark residents applying to transfer their child from one Southwark school to another, will continue to apply to the school directly**

2. The Process

All parents applying for a place in a Southwark School must complete the Southwark in-year application form

Schools will provide the LA with their decisions for children who are not in school within 10 school days. When a place can be offered, schools will aim to provide the parent with a start date within 5 school days, but definitely in no more than 10 days

A. Applications from Southwark residents applying to transfer their child from one Southwark school to another

- Parents must return their completed Southwark in-year application form to the school to which they are applying. They should include any supplementary information forms that a particular school requires, as part of their admissions process
- The school will inform the parent and the child's current school of the availability of a place and the decision to enrol

- Only when a place is to be offered, the school will confirm the child's start date by filling in section 10 of the completed application form and returning it to Southwark Admissions

B. All other applications for Southwark schools, including out borough applicants

- Parents are required to return their completed Southwark in-year form to Southwark Admissions for processing, stating their preferred Southwark school
- Southwark Admissions will contact the school of preference to check if they have a vacancy and forward the child's details to the school
- **Where there is a vacancy**, the school will contact the parent to invite the family to an induction and agree a start date
- The school will send the parent an offer letter and inform Southwark Admissions of the start date.
- When the child is a Southwark resident currently attending an out borough school, Southwark Admissions will inform that school of the offer
- When the family are out borough residents, Southwark Admissions will contact the relevant LA to inform them of the offer
- **When there is not a vacancy:**
- Schools that are their own admission authority will inform the parent, in writing and will include, advice on waiting lists and information on their right to appeal to an independent panel (see model letter); the school will also inform Southwark Admissions
- Community schools will inform Southwark admissions who will inform the parent in writing
- Where the preferred school does not have a vacancy and the family are Southwark residents, Southwark Admissions will contact the parent to discuss other options which will include information on local schools with places, waiting lists and their right to appeal etc.
- When the preferred school does not have a vacancy and the family are out borough residents, Southwark Admissions will contact the relevant LA to inform them

C. Families who turn up at your school looking for a place

- The school will provide the parent with a Southwark in-year application form to complete
- When the family is a Southwark resident, the school is to provide them with contact details for Southwark Admissions

- When the family is a non Southwark resident, the school will provide contact details of their Local Authority; (**below - see contact details of neighbouring LA's**)
- In all cases, (in or out borough residents) for the purpose of safeguarding, the school must inform Southwark Admissions
- The school may offer a place should one be available, but must first check with Southwark Admissions to ensure there is no other application pending
- When an offer is made, the school will forward the completed application form to Southwark Admissions completing section 10.
- When it is known that the Southwark child's current school is in a neighbouring LA, Southwark Admissions will inform the school of the Southwark offer
- When the offer is to an out borough resident, Southwark Admissions will inform the relevant LA
- When the school is not able to offer a place, the parent may ask about alternative schools in the area. It would be helpful for the school to provide this information however, when it is known that the child is out of school, the family details must be forwarded to Southwark Admissions for follow up; when this is a out borough resident, Southwark Admissions will inform the relevant LA

3. **Some Examples**

Scenario 1

A Southwark parent contacts Southwark A primary school for place for her child who is currently attending Southwark B primary school. The parent wants to transfer to Southwark A because they have moved address.

Southwark A has a vacancy and offers the family the place and informs Southwark B of the offer. Southwark A then forwards the completed form to Southwark Admissions and includes the start date.

Scenario 2

A family has just moved into Southwark from outside of London and turns up at Southwark A primary school requesting a place for their child. The school is unable to offer because there are no vacancies in the relevant year and they discuss this with the family. The family then ask about other schools in the area and Southwark A is able to provide them with details.

Southwark A provides the family with an in-year application form and contact details for Southwark Admissions. Southwark A forwards the family details to Southwark Admissions for follow up.

Scenario 3

An out-borough family contacts Southwark A primary school wanting a place for their child because they plan to move to Southwark in the near future. Southwark A school has a vacancy, offers the place and starts the child. School A then informs Southwark Admissions who will inform the appropriate LA

4) List of neighbouring LA contact details:

- Camden 020 7974 1625
- Croydon 020 8726 6400
- Greenwich 020 8921 8043
- Hackney 020 8820 7501 / 7245
- Lambeth 020 7926 9503
- Lewisham 020 8314 8282
- Newham 020 8430 2000
- Tower Hamlets 020 7364 5006
- Wandsworth 020 8871 7316