

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Hillingdon LA Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in Maintained Schools and Academies in 2026/27

Contents

Page 2: Definitions used in this document

Page 4: Scheme for co-ordination of admissions to Year 7 in September 2026

Page 10: Scheme for co-ordination of admissions to Reception in September 2026

Page 16: Content of Common Application Form -Year 7 and Reception Schemes (Schedule 1)

Page 17: Template outcome letter -Year 7 and Reception Schemes (Schedule 2)

Page 18: Timetable for Year 7 Scheme (Schedule 3A)

Page 19: Timetable for Reception Scheme (Schedule 3B)

Page 20: Hillingdon Local Authority's protocol & guidance regarding parental responsibility & disputes when applying for a school place

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Hillingdon LA Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in 2026/27

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 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
Hillingdon Scheme for Co-ordination of Admissions to Year 7/Year
10 in 2026/27

Applications

1. Hillingdon will advise home LAs of their resident pupils on the roll of Hillingdon's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Hillingdon will be made on Hillingdon'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 LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Hillingdon to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Hillingdon will take all reasonable steps to ensure that every parent/carer who is resident in Hillingdon and has a child in their last year of primary education within a maintained school or academy, either in Hillingdon or any other maintaining LA, is informed how they can access Hillingdon's composite prospectus and apply online. Parents/carers who do not live in Hillingdon will have access to Hillingdon'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 Hillingdon 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 Hillingdon, Hillingdon 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 Hillingdon, they will be available on Hillingdon's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Hillingdon's composite prospectus and website will indicate which schools in Hillingdon require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Hillingdon receives a supplementary information form, Hillingdon 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 Hillingdon.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hillingdon. 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'. However, where a parent resident in Hillingdon 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. Hillingdon 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 Hillingdon's primary school data and the further investigation of any discrepancy. Where Hillingdon 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 **11 December 2025**.
10. Hillingdon 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 2025**.
11. Hillingdon will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Hillingdon to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **14 November 2025**.

Processing

12. Applicants' resident within Hillingdon must return the Common Application Form, which will be available and able to be submitted on-line, to Hillingdon by **31 October 2025**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Hillingdon's scheme, will be up-loaded to the PLR by **14 November 2025**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Hillingdon will notify each school within its area, which is its own admissions authority, off all applications where a preference has been expressed for their school. All relevant information provided on the Common Application Form and any supporting evidence will be forwarded to school's week commencing **15 December 2025**. Own admission authority schools

within Hillingdon will apply their own admissions criteria and return applicants ranked in order of priority in accordance with their admissions criteria by **16 January 2026**.

15. Hillingdon 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 **8 December 2025**.
16. Where such applications contain preferences for schools in other LAs, Hillingdon will forward the details to maintaining LAs via the PLR as they are received. Hillingdon 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 **11 December 2025**.
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 **8 December 2025**, on the basis that an on-time application already exists within the Pan-London system.
19. Hillingdon will participate in the application data checking exercise scheduled between **15 December 2025 and 2 January 2026** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Hillingdon 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 Hillingdon have provided a list of applicants in criteria order to Hillingdon, Hillingdon 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.
21. Hillingdon will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hillingdon's area before uploading data to the PLR.
22. Hillingdon will upload the highest potential offer available to an applicant for a maintained school or academy in Hillingdon to the PLR by **2 February 2026**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Hillingdon 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 2026**. Where a management decision is made that additional iterations are necessary, these will continue no later than **17 February 2026**.

24. Hillingdon will not make an additional offer between the end of the iterative process and **2 March 2026** 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 Hillingdon, Hillingdon will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hillingdon 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, Hillingdon will accept that the applicant(s) affected might receive a multiple offer.
26. Hillingdon will participate in the offer data checking exercise scheduled between **16 (18*) February and 23 February 2026** in the Pan-London timetable in Schedule 3A.
*Subject to end of iteration process
27. Hillingdon will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **26 February 2026**. (33 London LAs & Surrey LA only).
28. The file should additionally contain offers to late applicants who can be offered a place on **2 March 2026**. 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. Hillingdon 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. Hillingdon will seek to offer the nearest suitable school to the family home that still has vacancies.
30. Hillingdon 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 Hillingdon or in other participating LAs.
31. Hillingdon's outcome letter will include the information set out in Schedule 2.
32. On **2 March 2026**, Hillingdon will send notification of the outcome to resident applicants by email.

33. Hillingdon will provide primary schools with destination data of its resident applicants by the end of the summer term **2026**.

Post Offer

34. Hillingdon will request that resident applicants accept or decline the offer of a place by **16 March 2026**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident in Hillingdon accepts or declines a place in a school within the area of another LA by **16 March 2026**, Hillingdon will forward the information to the maintaining LA by **23 March 2026**. Where such information is received from applicants after **16 March 2026**, Hillingdon 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 Hillingdon'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, Hillingdon will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Hillingdon'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 Hillingdon's area, the admission authority will inform Hillingdon of a potential offer, in order that the offer may be made by the home LA.
39. When acting as a maintaining LA, Hillingdon will inform the home LA, where different, of an offer for a maintained school or Academy in Hillingdon'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, Hillingdon 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, Hillingdon 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 Hillingdon is informed by a maintaining LA of an offer which can be made to an applicant resident in Hillingdon'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 Hillingdon 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, Hillingdon 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, Hillingdon 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. Hillingdon, when acting as a maintaining LA, will share waiting lists with schools who are their own admissions authority and allocate places, as they become available.
47. Hillingdon, when acting as a home LA, will carry out the initial offer of places which become available after National Offer Day by week ending **27 March 2026**.
48. Hillingdon, when acting as a home LA, after preferences expressed in accordance with paragraph 7 above have been determined, will allow applicants to express additional preferences before the start of the school term.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Hillingdon LA Scheme for Co-ordination of Admissions to Reception/Junior in 2026/27

Applications

1. Applications from residents of Hillingdon will be made on Hillingdon'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 LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Hillingdon to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Hillingdon will take all reasonable steps to ensure that every parent/carer who is resident in Hillingdon and has a child in a nursery class within a maintained school or academy, either in Hillingdon or any other maintaining LA, is informed how they can access Hillingdon's composite prospectus and apply online. Parents/carers who do not live in Hillingdon will have access to Hillingdon'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 Hillingdon 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 Hillingdon, Hillingdon 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 Hillingdon, they will be available on Hillingdon's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Hillingdon's composite prospectus and website will indicate which schools in Hillingdon require supplementary forms to be completed and where they can be obtained.
5. Where a school in Hillingdon receives a supplementary information form, Hillingdon 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 Hillingdon.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hillingdon to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in

Hillingdon 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. Hillingdon 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 Hillingdon's maintained nursery and primary school data and the further investigation of any discrepancy. Where Hillingdon 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 2026**.
9. Hillingdon 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 2026**.
10. Hillingdon will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Hillingdon to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining LA by **5 February 2026**.

Processing

11. Applicants' resident within Hillingdon must return the Common Application Form, which will be available and able to be submitted online, to Hillingdon by **15 January 2026**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Hillingdon's scheme, will be up-loaded to the PLR by **5 February 2026**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Hillingdon will notify each school within its area, which is its own admissions authority, of all applications where a preference has been expressed for their school. All relevant information provided on the Common Application Form and any supporting evidence will be forwarded to schools by **23 February 2026**. Own admission authority schools within Hillingdon will apply their own admissions criteria and return applicants ranked in order of priority in accordance with their admissions criteria by **11 March 2026**.
14. Hillingdon 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, Hillingdon will forward the details to maintaining LAs via the PLR as they are received.

Hillingdon 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 2026**.
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 2026**, on the basis that an on-time application already exists within the Pan-London system.
18. Hillingdon will participate in the application data checking exercise scheduled between **16 and 23 February 2026** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Hillingdon 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 Hillingdon have provided a list of applicants in criteria order to Hillingdon, Hillingdon 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.
20. Hillingdon will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hillingdon's area before uploading data to the PLR.
21. Hillingdon will upload the highest potential offer available to an applicant for a maintained school or academy in Hillingdon to the PLR by **19 March 2026**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Hillingdon 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 **23 March 2026** for Junior and **25 March** for Reception. Where a management decision is made that additional iterations are necessary, these will continue no later than **25 March** for Junior and **27 March 2026** for Reception.
23. Hillingdon will not make an additional offer between the end of the iterative process and the **16 April 2026** 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 Hillingdon, Hillingdon will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hillingdon 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, Hillingdon will accept that the applicant(s) affected might receive a multiple offer.

25. Hillingdon will participate in the offer data checking exercise scheduled between **26 (30*) March and 8 April 2026** in the Pan-London timetable in Schedule 3B.
*Subject to end of iteration process
26. Hillingdon will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2026**. (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 2026**. 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. Hillingdon 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. Hillingdon will seek to offer the nearest suitable school to the family home that still has vacancies.
29. Hillingdon 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 Hillingdon or in other participating LAs.
30. Hillingdon's outcome letter will include the information set out in Schedule 2.
31. Hillingdon will, on **16 April 2026**, send notification of the outcome to resident applicants by email.
32. Hillingdon will provide nursery and primary schools with destination data of its resident applicants by the end of the summer term 2026.

Post Offer

33. Hillingdon will request that resident applicants accept or decline the offer of a place by **30 April 2026**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Hillingdon accepts or declines a place in a school maintained by another LA by **30 April 2026**, Hillingdon will forward the information to the maintaining LA by **7 May 2026**. Where such information is received from applicants after **30 April 2026**, Hillingdon 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 Hillingdon'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, Hillingdon 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 Hillingdon's area, the admission authority will inform Hillingdon of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Hillingdon will inform the home LA, where different, of an offer for a maintained school or Academy in Hillingdon'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, Hillingdon 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, Hillingdon 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 Hillingdon is informed by a maintaining LA of an offer which can be made to an applicant resident in Hillingdon'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 Hillingdon 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, Hillingdon 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, Hillingdon 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. Hillingdon, when acting as a maintaining LA, Hillingdon will manage waiting lists for Hillingdon community schools, share these lists with schools that have their own admissions authority, and allocate places as they become available.

46. Hillingdon, when acting as a home LA, will carry out the initial offer of places which become available after National Offer Day by the week ending **15 May 2026**.
47. Hillingdon, when acting as a home LA, after preferences expressed in accordance with paragraph 7 above have been determined, will allow applicants to express additional preferences before the start of the school term.

**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 2026/27**

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Sex
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
Sex 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**

**Hillingdon Outcome Letter for Admissions to Year 7/Year 10 and
Reception/Junior in 2026/27**

From: Home LA

Date: **2 March 2026 (sec)**
16 April 2026(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.

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.

*Please return the reply slip to me by **16 March 2026 (sec)** / **30 April 2026 (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 2026

Date & working days	Process
Fri 31 Oct 2025 <i>10 days</i>	Statutory deadline for receipt of applications
Fri 14 Nov 2025 <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 8 Dec 2025 *	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.
Thurs 11 Dec 2025	Deadline for the upload of late applications considered as “on-time” to the PLR.
Mon 15 Dec 2025 – Fri 2 Jan 2026	Checking of application data
December 2025 to Friday 30 January 2026	Ranking of applications, checking of ranked lists and local allocation of school places
Mon 2 Feb 2026 <i>10 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 13 Feb 2026	Final ALT file to PLR**
Mon 16 to Tues 17 Feb 2026	**Additional iterations if needed
Mon 16 to Fri 20 Feb 2026	<i>Half Term</i>
Mon 16 (Wed 18) – Mon 23 Feb 2026 <i>6 days</i>	Checking of offer data
Thurs 26 Feb 2026 <i>2 days</i>	Deadline for on-line ALT file to portal
Mon 2 Mar 2026 <i>10 days</i>	Offer Notifications sent.
Mon 16 Mar 2026 <i>5 days</i>	Deadline for acceptances
Mon 23 Mar 2026	Deadline for transfer of acceptances to maintaining LAs

***7 December is the agreed date by LIAAG November 2023 (moved to 8 December as 7 December falls on a Sunday in 2025)**

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

Timetable for Admissions to Reception/Junior in September 2026

Date & working days	Process
Thurs 15 Jan 2026 <i>15 days</i>	Statutory deadline for receipt of applications
Thurs 5 Feb 2026 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Thurs 12 Feb 2026	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.
Fri 13 Feb 2026	Deadline for the upload of late applications considered as “on-time” to the PLR.
Mon 16 – Mon 23 Feb 2026	Checking of application data
Mon 16 to Fri 20 Feb 2026	<i>Half Term</i>
February 2026 to Wednesday 18 March	Ranking of applications, checking of ranked lists and local allocation of school places
Thurs 19 Mar 2026 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Mon 23 Mar 2026 Wed 25 Mar 2026	Final ALT file to PLR for Junior* Final ALT file for Reception**
Tues 24 & Wed 25 Mar Thurs 26 and Fri 27 Mar	*Additional iterations for Junior if needed **Additional iterations for Reception if needed
Thurs 26 (30) Mar – Wed 8 Apr 2026	Checking of offer data
Mon 30 Mar to Fri 10 April	<i>Easter Holidays</i>
Mon 13 Apr 2026	Deadline for on-line ALT file to portal
Thurs 16 April 2026 <i>10 days</i>	Offer notifications sent.
Thurs 30 Apr 2026 <i>5 days</i>	Deadline for acceptances
Thurs 7 May 2026	Deadline for transfer of acceptances to maintaining LAs

Easter Weekend 2026 – Friday 3 April to Monday 6 April

Hillingdon Local Authority's protocol & guidance regarding parental responsibility & disputes when applying for a school place

Purpose of the guidance

The School Placement and Admissions team have seen a significant increase in the numbers of disputes between parents relating to where their children should go to school. We understand that parental disputes when trying to come to a mutual agreement on child arrangements can be extremely upsetting for all involved (including the children).

This guidance has been published to help parents understand Hillingdon Local Authority's protocol for dealing with situations in which parents disagree. This is general guidance intended to help parents understand their rights and responsibilities in line with the law.

We appreciate that everyone's circumstances are different, and some situations are more complex than others, however we hope this guidance will provide clarification to parents on what to expect in the event of a dispute about choice of school when applying and how your case will be managed by the School Placement and Admissions team.

Please note that the School Placement and Admissions team are unable to get involved in civil disputes. Instead, parents are required to resolve matters between themselves, or, where this is simply not possible, seek a resolution through the courts.

Applying for a school place

We appreciate that conversations surrounding school applications can be frustrating for parents, however we strongly recommend that, before an application is submitted, parents discuss which school they wish their child to attend, and attempt to reach agreement, especially where more than one person has parental responsibility. To understand who qualifies as a person with parental responsibility, please see the section below on the legal definition of 'parental responsibility.'

The person completing the application form must ensure that:

- they have parental responsibility for the child in question; and
- the application has the agreement from everyone with parental responsibility.

The applicant must sign the declaration on the application form to confirm the above. The declaration on the application form reads as follows:

I wish to make an application to the schools listed on this application form.

I confirm that I am the person with parental responsibility for the child named on the application and I have received agreement from of all parties who share parental responsibility for the child.

Hillingdon Council will use the information you have provided to determine eligibility for a school placement for your child. Any information shared with, or by, the council will be done so as the law permits, to check accuracy of information, data matching purposes, prevent/detect crime or protect public funds. We may check information we receive about you with information in our records; this can include information provided by you as well as by others, such as government departments and agencies.

I give Hillingdon Council permission to make any enquiries needed to confirm the information given on this form, including the sharing of information for the prevention and detection of crime and protection of public funds.

I confirm that, to the best of my knowledge and belief, the information provided on this form is correct and complete. I understand that if I give false or misleading information or omit information for the purpose of gaining a school placement, it may be regarded as a criminal offence, and action could be taken against me including court action and the withdrawal of the placement offer.

Parental disputes over school applications

In the event that parents cannot agree on a school – for example, if two forms are received or the declaration on agreement is not signed – the local authority will establish whether both parents have parental responsibility and whether any court order has been made that is relevant to the issue of where the child should attend school. Parents will be asked to supply evidence at this point – for example, in the form of the child’s birth certificate or a court order.

If only one parent has parental responsibility, the local authority will give effect to that parent’s wishes by processing their preference(s).

If it transpires that both parents have parental responsibility, the School Placement and Admissions team will require agreement from both parties with parental responsibility on the preferences submitted. We will not process an application until both parties agree – the team can only process one application per child. We would instead suggest that both parties seek legal advice to come to an agreement and, where necessary, resolution through the court system. The School Placement and Admissions team will not take sides nor choose between them. Instead, the application will not be processed until both parents have indicated that they are happy for it to be or there is a court order.

If there is a relevant court order concerning parental responsibility or the school application, the local authority will comply with it.

Withdrawal of school place where the declaration has been signed without the necessary agreement

Please note that if a parent signs the declaration to say that they have parental responsibility and indicates that all others with parental responsibility also consent to the application and it is subsequently proved that this was incorrect, this may result in the application not being processed. In the event that a school place has already been allocated, that place may be withdrawn in accordance with paragraph 2.13 of the School Admissions Code, which allows for withdrawal of places offered in error or obtained through a fraudulent or intentionally misleading application.

The School Admissions Code states:

2.13 An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

Information sharing

Where Hillingdon Local Authority receives contact from a person who has parental responsibility wishing to seek information on a child's application, but who is not named as an applicant, we are obliged to provide this information, however, this will only be disclosed once we have received proof of parental responsibility, i.e. a child's birth certificate.

Please note that before any information is shared, even where evidence of parental responsibility has been provided, the School Placement and Admissions team will contact the applicant (the person who submitted the application) to ensure there are no legal concerns in doing so, i.e. Domestic Violence cases & safeguarding concerns. If the applicant advises that there are legal concerns, then we will also request proof of this – for example, crime reference numbers or police reports.

Under the principles of the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018 (DPA 2018), children and young adults can assume control over their personal information and restrict access to it from the age of 13. However, parents are entitled to request access to, or a copy of their child's educational record, even if the child does not wish them to access it. This applies until the child reaches the age of 18. A parent is not, however, entitled to information that the school could not lawfully disclose to the child under the GDPR or in relation to [which the child would have no right of access](#). If you have any queries about the GDPR or DPA 2018, please contact the [Information Commissioners Office](#).

Definition of 'parental responsibility' as stated in the Children Act 1989

(quoted directly from [section 3](#) of the Act)

(1) In this Act "parental responsibility" means all the rights, duties, powers, responsibilities, and authority which by law a parent of a child has in relation to the child and his property.

(2) It also includes the rights, powers, and duties which a guardian of the child's estate (appointed, before the commencement of section 5, to act generally) would have had in relation to the child and his property.

(3) The rights referred to in subsection (2) include, in particular, the right of the guardian to receive or recover in his own name, for the benefit of the child, property of whatever description and wherever situated which the child is entitled to receive or recover.

(4) The fact that a person has, or does not have, parental responsibility for a child shall not affect—

(a) any obligation which may have in relation to the child (such as a statutory duty to maintain the child); or

(b) any rights which, in the event of the child's death, he (or any other person) may have in relation to the child's property.

(5) A person who—

(a) does not have parental responsibility for a particular child; but

(b) has care of the child, may (subject to the provisions of this Act) do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.

**The guidance on this page is for general information purposes only and reflects the position at the date of publication. It is not legal advice and should not be treated in that way. Please seek your own independent legal advice where necessary.*