

Co-ordinated admissions timetable for St John's Walworth Primary school

Date	Action	Lead
15 th March	<ul style="list-style-type: none"> This timetable of the coordinated admissions process to be sent to each family, school and local authority admissions officer contact details will also be provided. Parent/carers able to speak with admissions officers directly from this date about schools and/or the process 	Governing body to send out to all. LA and school admissions officers
22 nd March	<ul style="list-style-type: none"> Each family will receive a list of all schools within approximately, a one mile radius of SJW by status (voluntary aided, academy, community) with current numbers of vacancies to help make realistic preferences. Compile details of each child at SJW: <i>year group, email/phone contact of parent/carer etc.</i> Details will be maintained confidentially throughout the process and school preferences added. 	LA and School admissions officers
15 th March – 16 th April	<ul style="list-style-type: none"> An application form, list of school vacancies and all documents required to run the coordination process to be finalised. 	LA admissions officer to lead
16 th April	<ul style="list-style-type: none"> An application form and list of school vacancies to be sent to each family with a child at St John's Walworth. NB. Children with an EHCP will be supported with their transition through a separate process led by the Special Educational Needs team. 	LA admissions officer to lead
19 th to 30 th April (two weeks)	<ul style="list-style-type: none"> Application window for each family to apply for up to TWO schools of preference within the LB of Southwark. 	LA admissions officer to lead
30 th April	<ul style="list-style-type: none"> All schools within Southwark that have been named as a preference (including own admission authority schools) to be asked to freeze in-year admissions up until the May half term and not to make any new offers during this period. 	LA admissions officer and schools to lead.
4 th – 7 th May	<ul style="list-style-type: none"> LA to send schools a list of children whose parents have made preferences for their school. 	LA admissions officer to lead
10 th – 14 th May	<ul style="list-style-type: none"> Ranking of applications against oversubscription criteria to be carried out by schools/GBs and returned to LA. 	LA admissions/own admission authority school GBs
17 th – 22 nd May	<ul style="list-style-type: none"> LA to calculate fair and efficient allocation of offers in order to factor in both oversubscription criteria and parental preference 	LA admissions officer to lead
24 th May (offer day)	<ul style="list-style-type: none"> Initial offers of a school place made to each family and confirmed with schools (week before half term). 	LA admissions officer to lead.
31 st May	<ul style="list-style-type: none"> All schools within Southwark can start to accept in-year applications directly once more. 	Schools
31 st May to 31 July	<ul style="list-style-type: none"> Families to confirm acceptance of offers by 7th June. Any changes to preference, second applications etc to be made. 	LA admissions officer to lead.

Holiday dates to note:

1st April to 16th April	Easter holiday
3rd May	May Day Bank Holiday
31st May to 4th June	Half term break