

Report	Frequency	Information	Action
<b>R0040 (pdf)</b>	<b>Own admission authority schools only</b> - daily as necessary	Individual application details containing all information given to the school admissions team at the point of application (including distance calculation by direct route if UK address). Reasons given are applicant reasons and have not been verified. Only exception is where a looked after child or previously looked after child can be confirmed – this is highlighted in red.	Determine whether an offer could be made. Any decisions will be issued by the school admissions team once OAA has confirmed the outcome.
<b>R0040 (pdf)</b>	<b>Own admission authority schools only:</b> December for secondary schools February for primary schools Weekly after offer day	Bulk application details containing all information given to the school admissions team at the point of application (including distance calculation by direct route if UK address) to enable ranking against oversubscription criteria. Reasons given are applicant reasons and have not been verified. Only exception is where a looked after child or previously looked after child can be confirmed – this is highlighted in red.	Rank applications by agreed date in coordinated timelines.  Late applications – advise outcome as soon as possible.
<b>R0040A (excel)</b>	<b>Own admission authority schools only:</b> One off report: December for secondary schools February for primary schools	Summary of applications for ranking against oversubscription criteria. All reasons are reasons given by the applicant and have not been verified.	Rank applications and update summary sheet giving each student a unique rank number. Return to admissions team by date given in coordinated timelines.
<b>R0009 (pdf)</b>	<b>All schools</b> Weekly report for all active transfer rounds. Available to view on Monday.	Bulk report showing all children that have applied for the school including the offer status. If a change of offer status i.e. waiting list to allocated, this will be highlighted on the report in blue. Even after a change to offer status, the child information will remain on the report.  Report is produced in transfer group order with the oldest transfer round first – scroll down to the bottom of the report for most recent information.	Check the report and notify the school admissions team before Monday 5pm if there are any discrepancies. Letters are posted to parents 2 <sup>nd</sup> class Tuesday.

<b>R0009 (excel)</b>	<b>All schools</b> Weekly report for all active transfer rounds. Available to view on Monday.	Summary report showing all children that have applied for the school including the offer status. If a change of offer status i.e. waiting list to allocated, this will be highlighted on the report in blue. Even after a change to offer status, the child information will remain on the report. Report is produced in transfer group order with the oldest transfer round first – scroll down to the bottom of the report for most recent information. Sort and filter functions will be available through excel to identify particular students, e.g. all accepted.	Check the report and notify the school admissions team before Monday 5pm if there are any discrepancies. Letters are posted to parents 2 <sup>nd</sup> class Tuesday.
<b>R0009B (pdf)</b>	<b>All schools</b> Weekly report for in-year applications. Available to view on Monday.	Bulk report showing all children that have applied for the school including the offer status. If a change of offer status i.e. waiting list to allocated, this will be highlighted on the report in blue. Even after a change to offer status, the child information will remain on the report.	Check the report and notify the school admissions team before Monday 5pm if there are any discrepancies. Letters are posted to parents 2 <sup>nd</sup> class Tuesday. Place must be taken up by the child within 6 weeks or the start of the next half term whichever is the sooner.
<b>R0010 (pdf)</b>	<b>All schools</b> Weekly report for intake applications	Report details the destination school for children currently on roll at your school e.g. junior school destination for Y2 children. Gives information about offer status. Any changes will be highlighted in blue.	Information only.

If allocated and there is not an agreed start date you will need to make efforts to engage (telephone, letter, visit (where appropriate)). If a child/young person has been allocated a place at your school/academy and they do not arrive on the expected day of arrival you must follow non-attendance procedures. If a child/young person has made an application to transfer school/academy during the year (outside of the normal intake process), the leaving school must keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.

*For children admitted through first admissions round please refer to [summer born guidance](#)*

If children leave your school, please contact the school admissions team as soon as possible. This will ensure that any offers from a waiting list will be made quickly. In addition, if children move out of the county please obtain the new address to enable the team to update the core information with the new address and new school.

<b>Offer status</b>	
Accepted	Place offered and applicant acceptance received
Allocated	Place offered
No current offer	Place not offered, right of appeal given
No longer required	Place not offered as higher offer made
Offered	Place offered
Provisional	Place offered
Refused by parent	Place offered but parent has declined the place
Waiting list	Place not offered, right of appeal given