



LEEDS ADMISSIONS FORUM

Meeting to be held in Civic Hall, Leeds on
Thursday, 1st October, 2009 at 4.00 pm

MEMBERSHIP

COUNCILLORS

Councillor Peter Gruen
Councillor Richard Harker

PARENT

Mrs L Bryan
Mrs S Knights

LOCAL COMMUNITY REPRESENTATIVES

Ms P Hill - NHS Leeds Primary Health Care
Mr N Pyke - Black Governors Information Network
Ms S Taylor - Prospect
Vacancy -

DIOCESAN AUTHORITIES

Mrs B Sice - RC Diocese
Mrs F Beevers - York, Bradford, Ripon &
Leeds CE Diocese

SCHOOLS

Mr J Daulby - High School
Vacancy - Primary School
Mrs H Lewis - Jewish (Aided)
School
Mr Wood - Aided School
Vacancy - Controlled School
Vacancy - Foundation School

ACADEMY

Mr P Forbes - David Young
Academy

OTHER MEMBERS

Mr J Fryett – Fair Access Project Director
Ms A Williamson – Choice Advice
Service

COLLEGE MEMBERS

Mr H Warring – Joseph Priestley College

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2	APOLOGIES FOR ABSENCE To receive apologies for absence (If any)	
3	MEMBERSHIP - LEEDS ADMISSION FORUM To receive an update on the Membership of the Leeds Admission Forum: Appointments, Resignations and Outstanding Vacancies	
4	MINUTES OF THE PREVIOUS MEETING To consider the minutes of the previous meeting held on 12 th May 2009 and also the Extraordinary Meeting held on 6 th July 2009 (Copies attached)	1 - 12
5	MATTERS ARISING FROM THE MINUTES To consider any matters arising from the minutes	
6	MIGRATION OF CHILDREN FROM THE COLTON AREA TO PRIMARY SCHOOLS WITHIN THE GARFORTH TRUST To consider correspondence from the Vice Chair of Colton Primary School expressing concern about the continued migration of children from the Colton area into Garforth Primary schools in order to improve their chances of getting into Garforth Community College. (Correspondence attached)	13 - 30

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7	<p>TERMS OF REFERENCE AND PROCEDURE FRO THE LEEDS ADMISSION FORUM</p> <p>To consider a report by the Secretary to the Forum drawing Members attention to the Leeds Admission Forum's Terms of Reference and Procedure</p> <p>(Report attached)</p>	31 - 44
8	<p>AMENDED TERMS OF REFERENCE FOR THE CHALLENGING AND VULNERABLE CHILDREN SUB COMMITTEE</p> <p>To consider a report by the Secretary to the Forum inviting Members to consider amendments to the Terms of Reference for the Challenging and Vulnerable Children Sub Committee in response to statutory changes to the Leeds Admission Forum Terms of Reference and Procedure</p> <p>(Report attached)</p>	45 - 52
9	<p>REPORT FROM THE CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE ON FAIR ACCESS PROTOCOLS</p> <p>To receive a report by the Chief Executive Education Leeds setting out proposals for a review of the In Year Fair Access Protocols.</p> <p>(Report attached)</p>	53 - 74
10	<p>REPORT ON THE SEPTEMBER 2009 ADMISSION ROUND</p> <p>To consider a report by the Chief Executive Education Leeds which provides an update on the September 2009 Admission Round.</p> <p>(Report attached)</p>	75 - 78
11	<p>DEMOGRAPHIC REPORT AND FUTURE PROJECTIONS OF PUPIL NUMBERS</p> <p>To consider a report by the Chief Executive Education Leeds which provides information on demographic trends, including births and new arrivals. The report also provides future projections of primary and secondary populations and changes in school provision</p> <p>(Report attached)</p>	79 - 86

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12	<p>PROPOSED CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2011 ROUND</p> <p>To consider a report by the Chief Executive Education Leeds which sets out the proposed Consultation Admission Arrangements for the September 2011 Round</p> <p>(Report attached)</p>	87 - 116
13	<p>REVIEW OF THE PUBLISHED ADVICE TO PARENTS AND CHOICE ADVICE</p> <p>To receive a report by the Chief Executive Education Leeds which details the efforts being made to improve the quality and scope of information provided to parents on Admissions.</p> <p>(Report attached)</p>	117 - 118
14	<p>ADMISSION FORUM WORK PROGRAMME FOR 2009/10</p> <p>To receive the Forum's work programme for the period 2009/10 and consider if further adjustments are required to the programme</p> <p>(Report attached)</p>	119 - 120
15	<p>ANY OTHER BUSINESS</p> <p>To consider any other business (If any)</p>	
16	<p>DATE AND TIME OF NEXT MEETING</p> <p>That future meetings of the Leeds Admission Forum be scheduled as follows:</p> <ul style="list-style-type: none"> (i) November 2009 (Date to be confirmed) (ii) Tuesday 2nd February 2010 <p>All meetings to be held in the Civic Hall, Leeds commencing at 4.00pm</p>	

Leeds Admissions Forum

12th May, 2009

PRESENT: Councillor Gruen in the Chair

Councillor R Harker
Mrs L Bryan – Parent Representative (High School)
Mr I Faulkingham – Parent Representative (Primary School)
Ms P Hill – NHS Leeds Primary Health Care
Mrs S Knights – Community Representative (Educational Special Needs)
Mrs B Sice – RC Diocese
Mr J Daulby – Community School
Mrs H Lewis – Jewish (Aided)
Mr P Forbes – David Young Community Academy
Mr J Fryett – Fair Access Project Director
Ms A Williamson – Choice Advice, Parent Partnership

In Attendance

Mrs V Buckland – Education Leeds
Mrs D Leonard – Legal Services
Mr J Grieve – Governance Services

48 CHAIR'S OPENING REMARKS

In opening the meeting the Chair welcomed everyone in attendance and extended a special welcome to Helen Lewis and Amy Williamson who were attending for the first time.

49 REVISED MEMBERSHIP OF THE ADMISSION FORUM IN THE NEW SCHOOL ADMISSIONS CODE

The Chief Executive Education Leeds submitted a report which set out the revised Membership of the Leeds Admission Forum required by the School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 (“the Regulations”) following consideration by Leeds City Council’s Executive Board at its meeting on 1st April 2009.

The revised Membership is as follows:

Local Authority Representatives

Councillor P Gruen
Councillor R Harker

Parent Representatives

Mrs L Bryan – High School Representative

Draft minutes to be approved at the meeting
to be held on Thursday 1st October 2009

Mr I Faulkingham – Primary School Representative

Local Community Representatives

Ms P Hill – NHS Leeds Primary Health Care
Mr N Pyke – Black Governors Information Network
Mrs S Knights –
Ms S Taylor – Prospect (To be confirmed)

Diocesan Authorities

Mrs B Sice – Roman Catholic Diocese
Mrs F Beevers/ Mrs S Ulyett – Church of England Diocese

Schools Representatives

Mr J Daulby – Community School (High)
Vacancy – Community School (Primary)
Mrs H Lewis – Jewish Aided
Mr M Wood – Aided School
Vacancy – Controlled School
Vacancy – Foundation School

Academy Representative

Mr P Forbes – David Young Community Academy

College Representative

Mr H Warring – Joseph Priestly College

Other Representatives

Mr J Fryett – Fair Access Project Director
Ms A Williamson – Choice Advice Parent Partnership Service

The Chair sought clarification as to how the outstanding vacancies in respect of the School Representatives would be filled.

In providing a response Mrs Buckland, Head of Service, Admissions and Transport, Education Leeds said that the issues would be referred to the Headteachers/ Governors Forum

It was further reported that changes to the Admission Forum Membership would also impact on the Membership of the two Sub Committees of the Forum which would now require revision

RESOLVED

- (i) That the contents of the report be noted
- (ii) To note the Membership of the Forum as set out above
- (iii) To determine revised Membership of the Forum's Sub Committee's

50 ELECTION OF CHAIR AND VICE CHAIR

The Secretary to the Forum submitted a report explaining the process for electing the Chair and Vice Chair to the Leeds Admission Forum.

The Clerk to the Forum reported the receipt of 3 nominations, all for Councillor Gruen for the position of Chair.

Mr Forbes seconded the proposal

RESOLVED – That Councillor Peter Gruen be elected Chair of Leeds Admissions Forum for a one year period

(Councillor Gruen assumed the Chair)

The Clerk to the Forum reported the receipt of a single nomination for Sue Knights for the position of Vice Chair.

Mr Faulkingham seconded the proposal

RESOLVED – That Sue Knights be elected Vice Chair of Leeds Admissions Forum for a one year period

51 APPOINTMENTS TO THE FORUM'S SUB COMMITTEES

The Secretary to the Forum submitted a report explaining the process for electing the Chair and Vice to the Forums Sub Committees.

Voluntary Aided Schools Admissions Policies Sub Committee

In relation to the Voluntary Aided Schools Admissions Policies Sub Committee Mrs Buckland reported that the Sub Committee was established 3 years ago. Its role was to collect and analyse Voluntary Aided schools admission policies to ensure they were compliant with the DCSF Admissions Code of Practice by 1st March in each year. Mrs Buckland said the Sub Committee had done an excellent job under the Chairship of Councillor Coulson. All interested parties were now fully aware of the necessary timescales and appropriate procedures were in place to produce the required information.

The Chair questioned if the Sub Committee should continue to meet under its existing remit given the fact that a procedure for the collection and analysis of VA admission policies was now well established.

In the discussion that ensued it was generally accepted that the Voluntary Aided Admission Policies Sub Committee should cease to operate.

Challenging and Vulnerable Children's Sub Committee

The Chair reported that following revisions to the Membership of the Forum, vacancies were now available on the Challenging and Vulnerable Children's Sub Committees. In seeking expressions of interest the Chair said a key role of the Forum was to monitor the Fair Access Scheme and this was a major undertaking of the Sub Committee.

Sue Knights, Ian Faulkingham, Paul Forbes and John Fryett all expressed an interest to continue to serve on the Sub Committee. John Daulby and Pam Hill also agreed to become Members of the Sub Committee

The Clerk to the Forum reported the receipt of one nomination for Sue Knights for the position of Chair.

Ian Faulkingham seconded the proposal

RESOLVED

- (i) That the Voluntary Aided Schools Admission Policies Sub Committee be discontinued
- (ii) That Membership of the Challenging and Vulnerable Children's Sub Committee be agreed as follows:

Sue Knights, Ian Faulkingham, Paul Forbes and John Fryett, John Daulby and Pam Hill (Councillor Gruen as Chair of the Forum)
- (iii) That Sue Knights be elected Chair of the Challenging and Vulnerable Children's Sub Committee for a one year period
- (iv) That the position of Vice Chair be determined at the next meeting of the Sub Committee

52 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr N Pyke and Mr A Warring

53 MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the minutes of the previous meeting held on 20th January 2009 be accepted as a true and correct record

54 MATTERS ARISING

Challenging and Vulnerable Children's Sub Committee (Minute 41 refers) –
Commenting on the Fair Access Protocols Mr J Daulby queried the statistical information gathered by Education Leeds. Referring to John Smeaton Community College, Mr Daulby said he was aware that the college had accepted 14 pupils under the Fair Access Protocols but this was disputed by Officers within Education Leeds who claimed the figure was only 5.

Mr Daulby suggested that the Fair Access Protocols was flawed and highlighted the following areas of concern:

- Statistical information was not always accurate
- The context of how the child was allocated was not taken into account
- Head teachers were not able to question the information provided by other schools
- The process was not being followed by all parties
- Officers had been involved in the decision making process

Responding to the issue about officers making decisions Mr Fryett said that he was aware of one instance in the North West Area where the Panel were unable to arrive at a decision and had requested officers from Education Leeds to address the situation.

Mr Daulby said that he was aware that the David Young Community Academy had refused to accept pupils on the grounds that the Academy had a unique curriculum. This was not in the spirit of the protocol said Mr Daulby and suggested that schools should not have exclusivity, deciding through other policies and practices that the school could not meet the child's needs.

(At this point, in light of the comments made, Councillor Gruen declared a personal interest as a Governor at both John Smeaton Community College and the David Young Community Academy)

In offering clarification Mrs Knights said that the whole ethos of the Fair Access Protocol was to share the challenging children around but reminded Members that parents did have the right to express a preference for a particular school.

Mr Forbes suggested that in view of the accusations that the protocol was not being adhered to, a review of the protocol should take place which could address the issue of effective monitoring.

Councillor Harker expressed concern about the difficulties Mr Daulby had raised commenting that they required addressing.

Mr Fryett suggested that many issues referred to by Mr Daulby should be addressed by the schools themselves and not in this Forum

In bringing the discussion to a conclusion the Chair said a number of issues required further investigation and this could be best done through a review of the protocol

RESOLVED – That a meeting be convened at the earliest opportunity involving Mrs Knights, Mr Fryett, Mr Forbes and Councillor Gruen to determine how a review of the Fair Access Protocol would be best achieved

55 CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE

The Minutes of the Challenging and Vulnerable Children's Sub Committee held on 21st April 2009 were circulated for Members consideration and approval.

The Chair announced that Bob Stott had recently resigned as Chair to the Sub Committee following his recent appointment to a post in Lancashire.

In the absence of a Sub Committee Chair the Chair called upon John Fryett to comment on the accuracy of the minutes

In responding Mr Fryett identified a number of minor corrections and suggested that they were an accurate record of the discussion.

RESOLVED –

- (i) That subject to the inclusion of a number of minor amendments the Minutes of the meeting held on 21st April 2009 be accepted as a true and correct record
- (ii) That a letter be sent to Bob Stott on behalf of the Forum thanking him for his contribution to the work of the Leeds Admission Forum and wishing him every success in his future endeavours

56 VOLUNTARY AIDED, FOUNDATION AND ACADEMY SCHOOLS ADMISSION POLICIES

The Chief Executive Education Leeds submitted a report informing Members of the outcome of the Voluntary Aided Schools Admissions Policies Sub Committee held on 17th March 2009

RESOLVED –

- (i) To note that all Voluntary Aided schools in Leeds are fully compliant in accordance with the New Admissions Code of Practice
- (ii) To note the excellent response from the Voluntary Aided Governors and Headteachers in meeting the requirements of the code

57 VOLUNTARY AIDED SCHOOL ADMISSION POLICIES SUB COMMITTEE

RESOLVED – That the Minutes of the Voluntary Aided Schools Admissions Policies Sub Committee held on 17th March 2009 be accepted as a true and correct record

58 ADMISSION POLICY 2010/11

The Chief Executive Education Leeds submitted a report indicating that the Admission Arrangements for 2010/11 had now been determined.

In providing background information Mrs Buckland said that the outcome of the consultation was presented to the Executive Board on 1st April 2009 where it was subsequently determined

RESOLVED –

- (i) That the Admission Forum note the positive way in which the local authority, diocese, Foundation, Academy and schools had worked together to ensure full compliance with the School Appeals Code
- (ii) That following the submission of the information to the Schools Adjudicator, it may be necessary to convene a further Meeting of the Forum if the Forum wish to submit further objections to the Schools Adjudicator

59 ADMISSION APPEALS 2007/08

The Chief Executive Education Leeds submitted a report informing Members of the pattern of parental appeals for the academic year 2007/08, both for admission in September 2007 and also those relating to in year transfers

Addressing the report Mrs Buckland said that there was a demographic decline in young people entering secondary school and as a result the demand at a number of schools has fallen.

There had been an increase, both locally and nationally, in the birth rate over recent years and this has already begun to affect entry into Leeds primary schools and this would filter through to secondary. There was an increasing number of primary schools who were unable to accommodate their nearest children. The number of primary schools oversubscribed on first preference was 51. Education Leeds continues to actively work with partners to resolve the situation.

There were 1669 appealed lodged during the academic year. Of these 669 were in year transfer appeals, 639 annual cycle appeals for secondary schools and 361 annual cycle appeals for primary schools. It was reported that there were relatively few successful appeals for Reception because most of the appeals for primary schools are covered by the infant class size legislation and unless a mistake had been made it was very unlikely that an appeal could succeed.

Primary – annual cycle

Of the 361 primary appeals, 80 were withdrawn or settled prior to the appeal hearing. This occurs when a parent has been offered one of their higher preferences through the waiting lists and is happy to accept that offer. Of the remaining 281 appeals that were heard only 19 were granted, in the main at schools where the class size legislation does not apply. Whilst most primary schools in Leeds had admission numbers to match the legislation there were still a small number with irregular numbers where parents may be successful.

Talbot Primary school had the largest number of appeals heard at 21 and 19% of these were Kashmir Pakistani, 14.9% Indian and 14.9% Pakistani. No appeals were granted for the school.

There were appeals for 68 different primary schools and 53% of these appellants were white/British, however only 5.7% were successful. The other successful appellants were 1 Bangladeshi and 2 Pakistanis. Indian and Pakistani were the two groups with the highest number of appeals after the white/British.

Secondary – annual cycle

There had been a significant reduction in the number of secondary appeals heard since 2006/07. There had also been a reduction in the number of successful appeals. This was a reflection of the amount of work that had been involved working with schools to develop more comprehensive statements of case outlining the issues faced by schools when they had to admit additional pupils. It also indicated that the admissions policy was being applied correctly when places were allocated. The declining birth rate was currently affecting intakes into secondary school.

The majority of secondary schools were reflective of their local community in respect of ethnicity. Allerton Grange and Parklands Girls High both attract a higher proportion of Pakistani and Kashmiri Pakistani pupils than live in their immediate area.

Of the 639 appeals lodged for secondary schools 170 were settled or withdrawn before being heard. 469 appeals were heard with 32% of parents successful. 61% of the appeals heard were from white/British parents and they were successful in 41% of cases. The majority of these appeals were for Roundhay.

Mrs Buckland said it should be borne in mind that the groups are small in statistical terms and the conclusions that can be drawn from one year of data is limited. Appeals are based around the personal circumstances of the families concerned and therefore vary greatly.

There were twice as many appeals heard for Roundhay as for any other secondary school. 25% of appellants were white/British with a very wide spread of ethnicities appealing for the school. The white/British families represented 61% of all appeals heard. This was a much higher percentage at schools such as Garforth, Temple Moor, Woodkirk, Pudsey Grangefield and Cockburn, and much lower at school such as Allerton High, Roundhay and Primrose.

In year appeals

Of the 669 appeals lodged 229 were withdrawn or settled prior to being heard. Of the 440 appeals heard 56% were successful. White/British families accounted for 57% of in year appeals and were successful 37% of the time. Families from black/African, mixed black/African and Pakistani backgrounds were relatively much more successful, as were Gypsy Roma families.

Primary

Bankside continued to have the most appeals heard for in year transfers. There were 11 appeals, 82% from Bangladeshi families, seven were successful. It is not unusual for families to lose their place in the school when taking extended holidays abroad. Of the 108 primary appeals heard they were spread across 38 different schools, once again suggesting that there were relatively few difficulties for parents in obtaining a place in a school they were happy with.

Secondary

There were 332 secondary appeals heard 64% of which were by white/British families. The most appealed for school with in year requests was Primrose, (30) with a wide spread of ethnicities appealing for the school. Similarly Roundhay had the second highest number, again with a broad mix of appellants, only 37% of which were white/British.

In year appeals had the highest success rate for parents and this was often due to moving into an area outside of the normal admission round and finding that the local school was already full. In these circumstances, if the Authority was unable to offer an alternative school within a reasonable distance then it presents no surprise that appeal panels will offer places where appropriate. The relatively high success rate of parents at this type of appeal was a reflection of the appropriate use of the appeal process now picked up in the Fair Access Protocol which should reduce the number of appeals.

In conclusion Mrs Buckland said that the data indicated that all ethnic groups were accessing the appeals process and there was no significant evidence of any bias for or against any particular ethnic group. Primary appeals were relatively unsuccessful due to infant class size legislation. Secondary appeals for annual cycle places were successful in around 32% of cases. This appropriately reflects the need for an appeal process to hear the exceptional cases that are unable to be considered adequately within any admissions policy.

The higher success rate of parents submitting in year appeals, around 59%, is reflective of the lack of places that can be available in many of our secondary schools when families move into an area outside of the normal admission round.

There was no evidence to suggest that a family's ethnicity or social background affects their ability to gain admission to any particular school.

RESOLVED – To note the information on the breakdown of appeals by ethnicity and school.

60 ADMISSION FORUM WORK PROGRAMME FOR 2009/10

Members received and considered the Forum's Work Programme for the period 2009/10

RESOLVED –

- (i) To note the Scheduled Work Programme for 2009/10
- (ii) To update the Work Programme to reflect decisions made at today's meeting

61 ANY OTHER BUSINESS

Admission Numbers for 2010 – Mrs Buckland informed Forum Members that due to a high demand for places at a number of Leeds Schools there was a necessity to increase the number of forms of entry. The proposal was currently being drafted and would be put the schools Adjudicator in due course.

The Chair requested that Forum Members be kept informed

62 DATE AND TIME OF NEXT MEETING

RESOLVED – To note that future meetings be arranged as follows:

Thursday 1st October 2009

Tuesday 2nd February 2010

Meetings to be held in the Civic Hall, Leeds commencing at 4.00pm

Leeds Admissions Forum

6th July, 2009

PRESENT: Councillor Gruen in the Chair

Mr I Faulkingham – Primary School
Mrs S Knights – Special Schools
Mrs H Lewis – Jewish (Aided)
Mr P Forbes – David Young Community Academy

In Attendance

Mrs C Folley – Education Leeds
Mr G Turnbull – Education Leeds
Mrs V Buckland – Education Leeds
Mrs D Leonard – Legal Services
Mr J Grieve – Governance Services

1 EXPANDING PRIMARY PLACE PROVISION

The Secretary to the Forum advised Members that there was insufficient Members in attendance to constitute a quorum. If Members wished to proceed with the meeting any decisions would take the form of a Recommendation and be considered at the next meeting of the Forum.

It was the wish of those Members present that the meeting proceeds and that any Recommendations/ comments be made known to the Office of the Schools Adjudicator.

Members considered a report by the Chief Executive Education Leeds seeking to vary the admission arrangements for 2010/2011 for 14 Primary Schools to make provision for up to 500 additional children in reception classes arising from an anticipated increase in demand.

Addressing the report Mr George Turnbull reported that the birth rate in the city had been rising for some time and it had become clear that across the city significantly more children than expected had requested places for 2009 and this was projected to increase further for 2010. Mr Turnbull said that Education Leeds had carried out a consultation exercise in areas of the City where the demand was anticipated to increase. Following the consultation Education Leeds had formulated the following increase in admission numbers:

AREA	SCHOOLS	
Adel/ Cookridge	Ireland Wood Primary	30 -60
	Iveson Primary	30 - 45
Holbeck/ Beeston/ Hunslet	Beeston Primary	60 - 90
	Greenmount Primary	45 - 60
	Ingram Road Primary	30 - 45

Draft minutes to be approved at the meeting
to be held on Thursday 1st October 2009

	New Bewerley Primary	45 – 60
	Hugh Gaitskill	75 - 90
Meanwood/ Chapel Allerton/ Harehills	Mill Field Primary	45 - 60
Richmond Hill / Burmantofts	Ebor Gardens Primary	30 - 60
	Victoria Primary	50 - 60
Roundhay/ Wigton Moor	Highfield Primary	45 - 60
Swarcliffe/ Whinmoor	Swarcliffe Primary	30 - 45
Villages	Thorner Primary	20 -30
Woodhouse	Blenheim Primary	30 - 60

Members were informed that the changes were part of a longer-term proposal for the area, and collective discussions over future arrangements would take place later in the year.

In passing comment Members expressed surprise that the consultation was held so late in the summer term if it was known that “the birth rate in city had been raising for some time”. Furthermore Members were concerned at the short time available for analysis and more detailed debate. It was Members opinion that the lack of time would not allow the Forum to adequately test whether or not the principle of fairness and even-handed approach had been fully applied by Education Leeds.

The forum also expressed some concern about the proposed 3 forms of entry and the effect this may have upon satisfactory provision, however Education Leeds Officers said that the evidence showed existing schools with 3 form entry were doing well.

Forum Members accepted that the proposals were made in good faith, but felt that the tight timescale had meant that there had not been as much time as they wished to test evidence and express more detailed views.

It was further noted that the Head Teachers of the Schools involved and remaining on the list had not objected to the proposals

RECOMMENDATIONS

- (i) To support the proposals as set out in the table shown above
- (ii) In accepting the proposals were made in good faith, Members were of the opinion that the tight timescale had meant that there had not been as much time as they wished to test evidence and express more detailed views.
- (iii) That the views of Forum Members be made known to the Office of the Schools Adjudicator

Agenda Item 6

EDUCATION LEEDS

Headteacher: Mrs Helen Johnson
Tel: (0113) 264 7514
Fax: (0113) 260 9917
Email: headteacher@colton.leeds.sch.uk



COLTON PRIMARY SCHOOL
SCHOOL LANE
COLTON
LEEDS LS15 9AL

John Grieve
Governor Support Service,
10th Floor West,
Merrion House,
110 Merrion Centre, Leeds, LS2 8DT

14 July 2009

Dear Mr Grieve,

Following our telephone conversation, I would formally like to request approval to make representation at the next meeting of the Admissions Forum on 1st October 2009 at 4.00 p.m. I am writing on behalf of Colton Primary School, Austhorpe Primary School, Swillington Primary School and Woodlesford Primary School. We all wish to discuss concerns relating to the continued migration of children from our Primaries to Primaries within the School Partnership Trust. The main reason for children moving is to improve their chances of gaining admission to Garforth Community College under acceptance criteria 3 of their current admissions policy. We would like to discuss the impact of this on our pupil numbers and subsequent funding and question the fairness and transparency of this in light of the principles surrounding admissions.

We intend to represent our respective schools in numbers of approximately 2/3 from each and are happy to elect a spokesperson to act on our behalf at the Forum.

I look forward to hearing from you.

Yours sincerely

Liz Armstrong
Vice Chair of Governors
Colton Primary School



Stephen Lawrence
EDUCATION STANDARD



**Presentation to Admission Forum 01.10.09 on Behalf of Austhorpe Primary,
Colton Primary, Swillington Primary & Woodlesford Primary**

Background

Historically a large percentage of children from our schools have transferred to Garforth Community College (GCC) at the end of year 6. The majority of these places have been offered according to the Education Leeds (EL) admissions policy criteria. See Appendix A. Following the formation of the School Partnership Trust (SPT) and the subsequent change to the admission policy for GCC, parents are now choosing to seek places for their children at the primary schools within the SPT to gain advantage of the GCC admission policy under criteria three. See Appendix B.

This issue was recently highlighted following the transfer of a substantial number of children, in one year group, from Colton Primary, within one week. As a result of this Viv Buckland was invited to meet with parents at the school to answer questions concerning admissions. Parents, governors and staff attended this meeting. Consequently it was agreed that representation be made to the Admission Forum, on behalf of the parents, to contest the GCC admission policy in the interest of fairness and transparency. Following this, as a part of our working in collaboration with local schools, we agreed to make joint representation on behalf of Austhorpe Primary, Colton Primary, Swillington Primary and Woodlesford Primary. All of whom have experienced the migration of their children to the SPT primary schools, without families actually moving to Garforth.

Openness and Transparency

- Distance – EL Admission Policy offer places at a high school based on a straight line distance between the high school and the residence of the pupil under priority 4 and 5.
- The GCC admission policy currently offers places to children who are on the role at a primary school within the SPT giving them an advantage to gaining access to the GCC. This is very understandable in so far as supporting primary schools within the SPT in maintaining a common learning platform and continuity throughout their education. An assumption is being made that this admission policy supports local schools for local children. We wish to dispute this based on the following information. See Appendix C. (Information to date only includes data from Austhorpe Primary and Colton Primary, revised information will be presented to the Admissions Forum to include Swillington Primary and Woodlesford Primary)

This illustrates the straight line distance between the residences of children that have left Austhorpe Primary and Colton Primary and the GCC. In some instances children remaining at our primary schools may live nearer to GCC than those having left to go to primary schools within the SPT. Is this fair that

children living further away from the GCC than those remaining at our schools will be offered places before them?

- We would now like to contest GCC having criteria three within its admission policy. We believe parents are manipulating the system by moving their children to primary schools within the SPT, therefore gaining a place at the GCC under criteria three. Consequently contradicting the tie break criteria which clearly states that “children living closest to the college will, therefore, be allocated a place before those who live further away”.

Funding

Twenty four children have transferred to Garforth primary schools from Austhorpe Primary and Colton Primary over the past year following the formulation of GCC admissions policy. See Appendix D. As illustrated the budget impact of this is quite substantial and has long term repercussions on staffing, future planning, teaching and learning. This is causing uncertainty and affecting staff morale. Parents are asking question about the effects on staffing levels and the emotional effects on pupils remaining in our schools. Our concern relates to the impact this may have in the long term on our sustainability.

Collaborative Working

Within our clusters we are currently exploring options for collaborative working. Our parents have expressed negative views about working in Trust based upon their recent experiences surrounding admissions. This also mirrors the views and feelings of staff and governors. All of these people whom are stakeholders will influence any future consultation processes undertaken. Collaborative working is not about admissions, never the less as a result of recent events it is having an impact on forming partnerships.

The admissions policy for Leeds community and voluntary-controlled schools for entry in September 2010

Our Chief Executive makes all offers of a school place on behalf of Leeds City Council, which is the admissions authority. Headteachers or school-based staff are not authorised to offer a child a place.

Children with a statement of special educational needs will be admitted to the school named on their statement.

We will offer places to children in the following order of priority.

Priority 1

- a Children in public care or fostered under an arrangement made by the local authority. (see note 1)
- b Pupils without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school. (See note 2)

Priority 2

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3). This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 3

Where children attend the following infant schools they will have priority for the linked junior school:

Farsley Westroyd Infant linked to Farsley Springbank Junior

Guiseley Infant linked to St Oswald's Junior

Horsforth Featherbank Infant linked to Horsforth Newlaithes Junior

Rothwell Haigh Road Infant linked to Rothwell Victoria Junior

Yeadon Westfield Infant linked to Yeadon Westfield Junior

Should there be more children than places available priority 4 will be used as a tie break.

Priority 4

We will give priority to parents who put their nearest school (see note 5). This does not include any voluntary-aided schools which act as their own admission authorities. Neither does it include single-sex schools.

If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 4).

Priority 5

We will give priority to parents who choose a Leeds school, which is not the one nearest to their home address (see note 5).

If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 4).

If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at the nearest school that has places available when we make the offer (in the first instance this will be community or voluntary-controlled but may be voluntary aided, foundation or academy schools).

Note 1

Children who have been adopted from local authority care within the twelve months prior to applying for a school place will also be included within the higher priority for looked after children.

Note 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 3951035.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 4

In Leeds we use a straight-line distance system.

We use a national computer system to run our school-admission system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point we measure to at your home address is determined by the Royal Mail Postcode

Address File. This information provides us with coordinates for every dwelling. If we are not able to match your address with the Postcode Address File then we will use the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Note 5

If you live in Leeds

If you live in Leeds and your nearest school is a school in another local authority, then your nearest Leeds school by straight-line distance will be your nearest eligible school. You can apply for any school but the nearest priority only applies to Leeds schools.

If you don't live in Leeds

If you live in another local authority and the nearest school to your home in a straight line is a Leeds community, voluntary-controlled or foundation school, or academy we will give you the relevant priority under our admissions policy.

If you live in another local authority and the nearest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Leeds School but priority 4 will not apply.

When we say the 'nearest' school, we do not include voluntary-aided (faith based) schools. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family. We do not include single sex schools as nearest schools.

Address

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 16 October 2009, you must tell us your new address as we may have to offer your child a place at another school.

Late Applications

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any applications returned after 11 December 2009 will only be dealt with once all other applicants have been offered a school place, unless there are significant and exceptional reasons.

Accepting Offers

Parents will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

Waiting List

After offers have been made on 1st March parents can ask to go on the waiting list for any school they originally asked for on their preference form. The waiting list will be held in criteria order of the admission policy and will close on 31 December 2010

Nursery

A place in a nursery does not guarantee a place in the school.

Temporary School Site

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

Starting Reception Age

We normally only allow children to start primary school in the appropriate age range. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday. If you want a later start date within the academic year you should discuss this with the school. If your child is born in the summer term and you wish to defer entry until the next academic year, unless you have exceptional reasons, you will need to apply for a place in year 1. You should contact us for further advice.

Applications outside the normal admission round

All applications outside the normal admission round should be made on Leeds' transfer form. Where a house move has taken place and your child can no longer reasonably get to their previous school, a place will be offered at your highest preference school with an available place. If the schools are full you will be offered a right of appeal and told the next nearest school with an available place. (Written proof of your new address will be required).

Where no house move has taken place you will only be offered a place at one of your preferences, where a place is available, and to start at the beginning of the next term. Where no places are available you will be offered your right of appeal but no other school will be offered.

Following any unsuccessful appeal, no further application for a place at the same school can be accepted for the same academic year, unless there has been a material or significant change in circumstance. No waiting lists are held for transfers outside of the normal admission round.

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The Admissions Policy for Garforth Community College

Garforth Community College has become a Foundation School and, with a number of local Primary schools, acquired a shared trust – the School Partnership Trust.

The Governing Body will act as the Admissions Authority for the College as part of the co-ordinated scheme with Education Leeds. Following due consultation in accordance with the national Schools Admission Code, the Governing Body has agreed the following Admissions Policy for the academic year 2010-11.

Parents of children in Year 6 must apply for a place in the College using the Common Preference Form which must be completed and returned as specified on the form. Alternatively, parents may apply directly to Education Leeds online. Only under exceptional circumstances will late applications be accepted – until 1 December. Applications received after this date will only be considered after those applications which were submitted on time.

There will be 300 places available for Year 7 in September 2010.

Allocation of places:

- i) Children with special educational needs who have a Statement which names the College will be allocated a place at the College if it has been chosen by their parent or carer.
- ii) We will also allocate places to other children who have a Statement as well as to those without a Statement who have exceptional medical or mobility needs which can realistically only be met by Garforth Community College. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. Each case will be considered on its merits.
- iii) If the number of applications does not exceed the number of places available, all applicants will be granted a place at the College.
- iv) If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

Criteria 1

Looked-after children or children fostered under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the Preference Form.

Criteria 2

Children with brothers or sisters who will be on roll at Garforth Community College at the start of the academic year 2010-11. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date (see Note 1).

Criteria 3

Children who, at the time of application, are on roll at the primary schools in the learning partnership supported by the School Partnership Trust. These are: East Garforth Primary School, Garforth Green Lane Primary School, Ninelands Primary School, Strawberry Fields Primary School and Micklefield C of E Primary School.

Criteria 4

Children who are not on roll at one of the Trust Primary Schools but for whom Garforth Community College is the nearest High School. (See notes 2, 3 and 4)

Criteria 5

Any other children.

Tie break

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the College will, therefore, be allocated a place before those who live further away. (See notes 2, 3 and 4)

Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on 1 March 2010 Education Leeds will make the formal offer of a place to parents or carers on behalf of the Governing Body of the College. Parents should contact the College by telephone or letter by 15 March 2010 to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another school.

Appeals procedure

Parents who want to appeal against the governors' decision not to offer their child a place at the College must appeal directly to the College, not through Education Leeds. Appeals should be addressed in writing to the Admissions Officer at the College within 10 school days of receiving the decision letter from Education Leeds. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Waiting list for the incoming Year 7

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

Criteria for updating and applying the waiting list will be those as outlined by Education Leeds in their booklet "Starting Secondary School in Leeds – a guide for parents and carers 2010 – 2011".

If a child has been placed on the waiting list, parents will be informed in March 2010 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

Details and explanations

Note 1

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested . This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

Note 2

The distance between home and the College is measured as a straight line between the centre of the College and the home. For this purpose we shall apply the distances provided by a national computer system, which is the method of measurement used by Education Leeds.

Note 3

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

Note 4

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the College and Education Leeds of the new address.

Note 5

Further information is available in the College booklet:

“Starting at Garforth Community College – guidance for parents and carers.”

The booklet will be available at the College Open Evening in September or on request from the same date.

In-Year applications

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the College, if there is a place available.

Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

For all in-year applications, please contact the Admissions Officer at the College, or on: 07891277831.

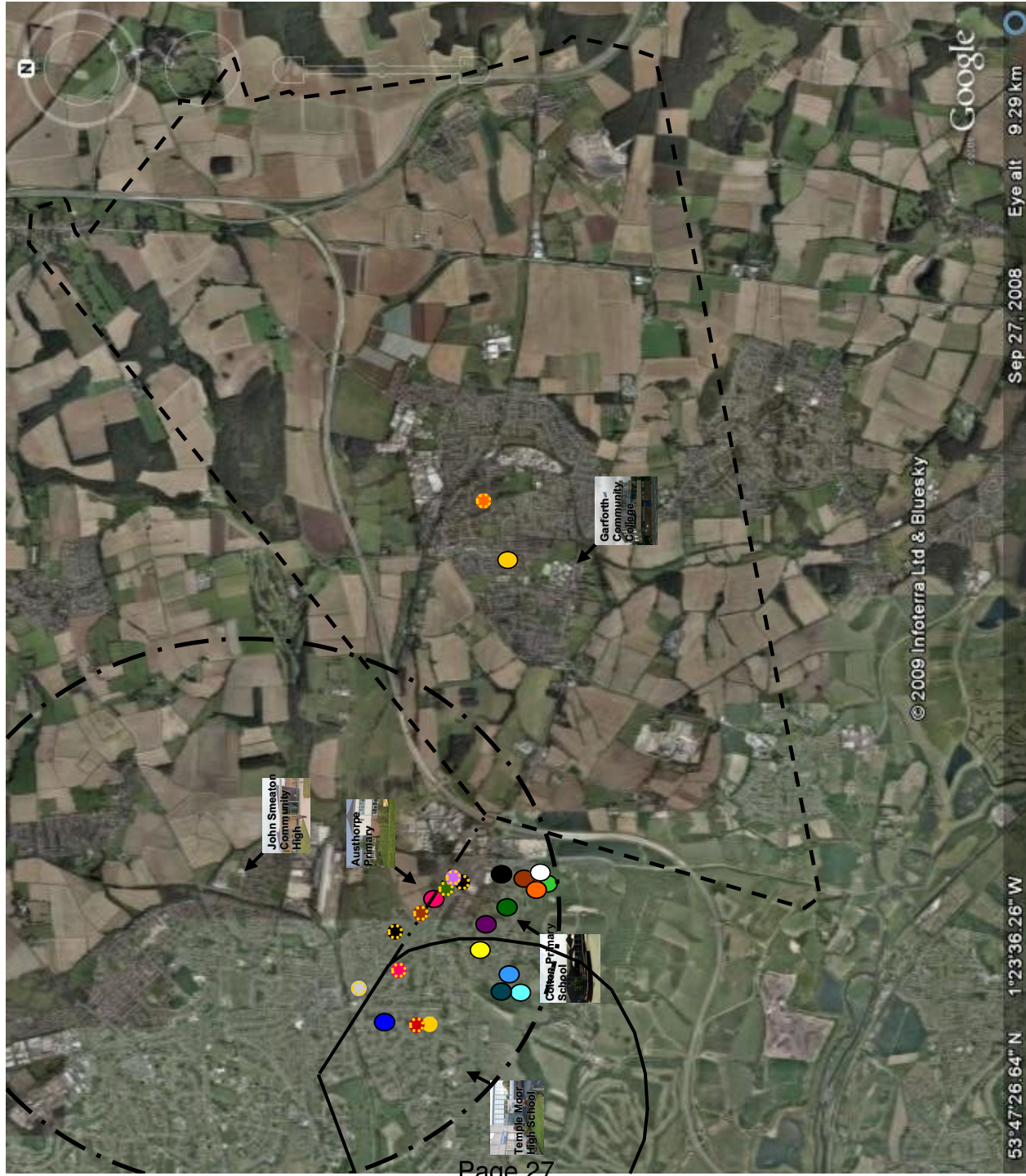
Fair access protocol

As part of the co-ordinated admissions arrangements with Education Leeds the College may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

Sixth Form Admissions

We have a separate Admissions Policy for the Sixth Form. If you would like a copy of this document as well as any further information on Garforth's Sixth Form, please contact the Director of Sixth Form at the College.

MAP SHOWING DISTRIBUTION OF LEAVERS FROM COLTON AND AUSTHORPE PRIMARY SCHOOLS TO GARFORTH PRIMARY SCHOOLS



COLTON			AUSTHORPE		
Map Ref	Postcode	Year	Map Ref	Postcode	Year
●	LS25 1EF	Y4	●	LS15 8PE	Y1
●	LS15 7EH	Y4	●	LS15 8QF	Y2
●	LS15 9JP	Y3	●	LS15 7BS	Y2
●	LS15 9HX	Y3	●	LS25 1QL	Y2
●	LS15 8PY	Y3	●	LS15 8TN	Y3
●	LS15 9DW	Y3	●	LS15 7BS	Y4
●	LS15 9JP	Y3	●	LS15 7AN	Y4
●	LS15 9JP	Y3	●	LS15 8PD	Y4
●	LS15 9HY	Y3	●	LS15 8QD	Y4
●	LS15 9HE	N	●	LS15 8QF	Y5
●	LS15 9HE	Y3			
●	LS15 9JE	Y3			
●	LS15 9JP	N			
○	LS15 9JP	Y1			

- Temple Moor: Limit of places offered
- - - - Garforth Community Collage: Nearest School
- · - · John Smeeton: Limit of Places offered

Boundary Data derived from 'Starting secondary school in Leeds: A guide for parents and carers 2010 to 2011'. All locations indicated are approximate, allowing for limitations in mapping.

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Estimated lost funding as a result of pupils moving to Garforth Primary Schools

Colton Primay and Austhorpe Primary

Year Group	Number of pupils	Potential years lost	Potential funding lost
			£
Year 5	1	1	2,098.00
Year 4	6	2	25,176.00
Year 3	10	3	62,940.00
Year 2	3	4	25,176.00
Year1	2	5	20,980.00
Nursery	2	7	29,372.00
Total funding	24		165,742.00
Phased Funding			
Year 1			50,352.00
Year 2			48,254.00
Year 3			35,666.00
Year 4			14,686.00
Year 5			8,392.00
Year 6			4,196.00
Year 7			4,196.00
			165,742.00

Funding assumes an average of 2,098 per pupil, derived from 2009/10 budget average.

Note: No assumptions have been made for inflation.

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Agenda Item:

Originator: Dagmar Leonard
Secretary to the Forum

Tel: 247 4427

Report to the Leeds Admission Forum

Date: 1 October 2009

Subject: **TERMS OF REFERENCE AND PROCEDURE OF THE
LEEDS ADMISSION FORUM**

Electoral Wards Affected:

Specific Implications For:

Ethnic minorities

Women

Disabled people

1. Purpose of this Report

To draw member's attention to the Leeds Admission Forum's final Terms of Reference and Procedure

2. Guidance

The Leeds Admission Forum at its meeting on 20 January 2009 were informed of the necessary changes to the Forum's membership and Terms of Reference and Procedure required by The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 and the mandatory provisions of the Schools Admission Code issued by the Department of Children Schools and Families both of which came into force on 10 February 2009.

The Executive Board of the Council at its meeting on 1 April 2009 noted the necessary changes to the membership and Terms of Reference and a copy of the final revised Terms of Reference and Procedure is attached.

3. Recommendation

Members are asked to note the Forum's revised Terms of Reference and Procedure.

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LEEDS ADMISSION FORUM

TERMS OF REFERENCE AND PROCEDURE

1. **Role of the Forum**

The Admission Forum “the Forum” provides a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements and to consider how to deal with difficult admission issues as well as advising admission authorities on ways in which their arrangements can be improved. The Forum has a key role in ensuring a fair admissions system that promotes social equality and must, under Section 84 of the Schools Standards and Framework Act 1998, act in accordance with the School Admissions Code “the Code” issued by the Department for Children Schools and Families.

Admission authorities of all maintained schools and Academies when exercising their functions must have regard to any advice offered by the Forum

The Forum shall promulgate its advice and recommendations upon:-
the extent to which current admission arrangements in the area serve the interests of looked after children, children with disabilities and children with special educational needs:

the effectiveness of any fair access protocol in place in the area:

the effectiveness of any scheme for co coordinating admission arrangements where relevant with any adjoining local authority area:
details of any other matters which affect the fair operation of admission arrangements for relevant schools in the area:
to all Admission Authorities, Maintained Schools and Academies City Technology Colleges or City Colleges of the arts within the area of the Local Authority (“the Authority”), and make available such advice and recommendation to any other person with an interest.

1.1 Specifically the Forum must:

- 1.1.1 consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the Authority
- 1.1.2 promote agreement on admission issues
- 1.1.3 review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum. The Forum must consider what if any action is needed to raise the standard to ensure it is the best that can possibly be achieved
- 1.1.4 consider the effectiveness of the Authority’s proposed co-ordinated admission arrangements and advise on whether they differ substantially from the previous year
- 1.1.5 advise the Authority and governing bodies of all voluntary aided and foundation schools in the area by 30 November

each year which persons or bodies in the area the Forum considers have an interest in proposed admission arrangements to ensure that the Authority includes them in the consultation process

- 1.1.6 consider and advise on any proposed qualifying scheme for the co-ordination of admission arrangements referred to it by the Authority pursuant to regulation 5 of the School Admissions (Co-ordination of Admission Arrangements Regulations (obligation on local authority to refer qualifying scheme which they propose to be adopted to the Forum)
- 1.1.7 consider the means by which admissions processes might be improved, and how actual admissions relate to the admission numbers published
- 1.1.8 monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under Section 86(1) of the School Standards and Framework Act 1998 and in accordance with the Code
- 1.1.9 promote the arrangements for children with special educational needs, children in care and children who have been excluded from school

1.1.10 monitor the effectiveness of Authority's Fair Access

Protocols and together with the Authority ensure that no school including those with places is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems

1.1.11 consider whether to produce an annual report

1.1.12 consider any other admissions issues that arise

1.2 In discharging the responsibility for ensuring fair access the Forum should:

1.2.1 refer an objection to the Schools Adjudicator where it identifies admission policy, practice or oversubscription criteria of a school that may be unfair, unlawful or contravene the mandatory provisions of the Code or where Forum advice has been disregarded by admission authorities

1.2.2 review the impact of local admission policies on achieving fair access

2. **Annual Report**

Under Section 85A (1A) of the SSFA the Forum may publish an annual report for all maintained schools. Where the Forum chooses to do so the report must include Academies. The report will be on such matters as the Forum consider appropriate and of local interest and provide input to the authority report to the School's Adjudicator.

3. Membership of the Forum

3.1 The Forum shall consist of 20 members representing the following categories:-

3.1.2 Two members - Community Schools representatives (one High school and one Primary school) (head teacher or governor)

3.1.3 One member - Voluntary Controlled School (head teacher or governor)

3.1.4 One member - Voluntary Aided School)(head teacher or governor

3.1.5 One member – Foundation School (head teacher or governor)

3.1.6 One Member - Brodetsky Primary School (head teacher or governor

3.1.7 One member - Academy representative (head teacher/ governor)

3.1.8 One member - City Technology College (principal/governor)

3.1.9 One member - Church of England Diocese

3.1.10 One member - Catholic Diocese

3.1.11 Two members – parents (resident in Leeds Authority area and is the parent of a child who has attained the age of two and is receiving primary education or is of compulsory school age

3.1.12 One member - Fair Access Project Director

3.1 13 One member – Choice Adviser

3.1.14 Two members – Local Authority representatives

3.1.15 Four members – local community members representing local interest to include Leeds Black Governor's Information Network and

Leeds Primary Care Trust and one member who appears to members appointed under paragraphs 3.1.1 to 3.1.11 above to represent the interests of any section of the community in the relevant area and who is not eligible for appointment as a member under any of those paragraphs

4. Term of Office

Subject to the following persons appointed to be members of the Forum hold and vacate office in accordance with the terms of their appointment and on ceasing to be members of the Forum are eligible for reappointment

4.1 No person may be appointed as a member for a fixed period exceeding 4 years

4.2 A member must vacate office: –

4.2.1 where the person was appointed as a head teacher or governor representative of a community, voluntary controlled , voluntary aided, foundation school or Academy and College , if they cease to be a head teacher or governor

4.3.2 where the person is appointed under 3.1.9 or 3.1.10 if the body who nominated the member are of the opinion that the member should no longer be a member of the Forum and notify the Secretary accordingly

4.3.3 where the person appointed under 3.1.11 ceases to be a parent member by reason of no longer being resident in the Leeds Authority area and the parent of a child who has attained

the age of two and is receiving primary education or is of compulsory school age

4.3.4 where the person was appointed under paragraph 3.1.15 on the nomination of members of the Authority, following a recommendation from the members appointed under paragraphs 3.1.1 to 3.1.11 are of the opinion that the member should no longer be a member of the Forum

4.3.5 every member of the Forum must vacate office if the Forum is dissolved.

5 Alternate Members

Any member of the Forum may on giving written notice to the Secretary nominate an alternative member to attend meetings of the Forum in their absence and such nomination remains effective until it is withdrawn

5.1 a head teacher or governor representing a community, voluntary controlled, voluntary aided, foundation school, Academy or College may only nominate an alternative member who is a head teacher or governor from the same school group or school in the case of the Brodetsky Primary School

5.2 members representing either the diocese of the Church of England or the Roman Catholic diocese may not nominate an alternative member unless the diocese whom the nominating member represents consents

5.3 a parent member may only nominate an alternative member who is parent resident in the Leeds Authority area and the parent of a child who has attained the age of two and is receiving primary education or is of compulsory school age

5.4 a member appointed under 3.1.15 (Community member) may not nominate an alternative member unless the authority consents to the proposed nomination

6. **Declaration of Interests**

Members of the Forum shall declare a personal interest in any proposal which directly affects them for example if the proposal concerns the school at which they are a Governor or which their children attend. If the personal interest is pecuniary or could be viewed as prejudicial the member should withdraw from the discussion and take no part in the decision.

Where it is clear that a decision in which a member of the Forum has such an interest or it is likely to arise at a particular meeting, the member concerned may wish to invite an alternative member to attend that meeting.

7. **Indemnification**

The Authority shall indemnify members of the Forum against reasonable legal costs and expenses arising from decisions or recommendations of the Forum made in good faith.

8. **Chair and Vice Chair**

- 8.1 The members of the Forum shall elect a Chair and Vice Chair at the first meeting of the Forum and at the next meeting which falls after the date which is a year after the meeting at which the Chair and Vice Chair was elected.
- 8.2 The Chair and Vice Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which they were elected.
- 8.3 The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice to the Secretary.
- 8.4 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election.
- 8.5 In the event of a casual vacancy occurring in the office of Chair or Vice Chair the members shall at the next meeting elect one of their members to fill that vacancy and the member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the vacancy not occurred.
9. **Secretary to the Forum**
- Members of the Forum shall appoint a person, nominated by the Authority, who is not a member of the Forum to act as Secretary to the Forum.
- The Secretary to the Forum will keep a record of each meeting of the Forum
10. **Sub Committees**

The Authority is responsible for establishing the Forum sub-committees pursuant to Section 85A (2) of the School Standards and Framework Act 1998.

The Forum shall be responsible for determining a sub-committee's:

- membership and constitution
- procedure for convening and holding meetings
- promulgation of advice and recommendations

11. **Meetings of the Forum**

The members of the Forum may regulate the procedure of the Forum subject to The School Admissions (Local Authority Reports and Admission Forms) (England) Regulations 2008 (“the Regulations”)

12. **Venue and Times of Meetings**

12.1 The Secretary will convene a meeting of the Forum, by giving a minimum of seven (7) working days notice of the time and place of each meeting.

12.2 The date of the meeting will be given to the Secretary by the Forum at a previous meeting, or on the direction of the Chair or in their absence the Vice Chair.

12.3 The Agenda shall be set by the previous meeting of the Forum, or if appropriate by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.

12.4 The Forum shall meet at least twice (2) each year.

12.5 Proceedings and meetings of the Forum shall be open to the public, except in such limited circumstances as decided by the

Forum as may be prejudicial to the Forum's work. The Secretary shall arrange for meetings to be advertised to the public.

12.6 Members may invite interested parties to a meeting of the Forum if they consider it appropriate to do so having regard to the matters arising for discussion.

13. **Quorum**

The quorum for any meeting of the Forum shall be one third of the Forum's membership.

14. **Minutes of the Meeting**

The minutes of the meeting, after approval by the Chair or Vice Chair, may be made available for public inspection.

15. **Voting Arrangements**

Decisions on matters including the exercise of the Forum's power to refer an objection to the adjudicator shall be taken by a simple majority vote of all members present. In the case of equality of votes the Chair or in his/her absence the Vice Chair, shall have a second or casting vote.

16. **Public Statements**

Public Statements on behalf of the Forum may only be made by the Chair or Vice Chair either with the approval of the Forum, or without such approval having regard to the importance or expediency.

Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the Forum.

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Agenda Item:

Originator: Dagmar Leonard
Secretary to the Forum

Tel: 247 4427

Report to the Leeds Admission Forum

Date: 1 October 2009

Subject: **AMENDED TERMS OF REFERENCE OF CHALLENGING AND VULNERABLE CHILDREN SUB COMMITTEE**

Electoral Wards Affected: 	Specific Implications For: Ethnic minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled people <input type="checkbox"/>
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1. Purpose of this Report

To invite member's to consider amendments to the Terms of Reference of the Challenging and Vulnerable Children Sub Committee in response to statutory changes to the Leeds Admission Forum Terms of Reference and Procedure

2. Guidance

The Sub Committee is established by the Leeds Admission Forum pursuant to the Schools Standards and Framework Act 1998. The Forum determines the Sub Committees membership and constitution, procedure for convening and holding meetings and promulgation of advice and recommendations. The School Admissions (Local Authority Reports and Admissions Forums) (England) Regulations 2008 and the 2008 School Admissions Code guidance issued by the Secretary of State required changes to the Forum's membership and terms of reference. The attached draft Terms of Reference for the Challenging and Vulnerable Children Sub Committee have been revised to take account of consequential amendments necessitated by those changes.

3. Recommendation

To approve the required amendments to the Challenging and Vulnerable Children Sub Committee Terms of Reference

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ADMISSION FORUM (LEEDS)
Sub-Committee on Challenging and Vulnerable Children

TERMS OF REFERENCE AND PROCEDURE

1 Establishment of the Sub-Committee

The Admission Forum (the Forum) is responsible for determining the Sub-Committee's:

- (a) membership and constitution
- (b) procedure for convening and holding meetings
- (c) promulgation of advice and recommendations

2 Definition of Challenging and Vulnerable Children

For the purposes of this Sub-Committee challenging and vulnerable children are defined to include the following children, but the list is not exhaustive:

- 2.1 Children with a form of challenging behaviour
- 2.2 Homeless children
- 2.3 Children of refugees/asylum seekers
- 2.4 Traveller children
- 2.5 Children missing education,
- 2.6 "Looked after" children
- 2.7 Children with disabilities
- 2.8 Children with Special Educational Needs

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3 Role of the Sub-Committee

3.1 To consider admission policies in respect of challenging and vulnerable children and how well they are working and the extent to which current admission arrangements in the area serve the interests of such children having regard to the role of the Forum as set out in the Forum's Terms of Reference and Procedure.

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3.2 To consider the effectiveness of the fair access protocol having regard to the need to ensure that no school including those with places is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems

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3.3 To consider the impact of local admission policies on achieving fair access

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3.4 To consider the arrangements for challenging and vulnerable children who have been excluded from school

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3.5 To report back to the Forum it's recommendations and on any decisions made.

3.6 The Forum, on receipt of information from the Sub-Committee, shall consider and, where in agreement, promulgate its advice and recommendations to all Admission Authorities, Maintained Schools and Academies City Technology Colleges or City Colleges of the Arts within the area of the Local Education Authority ("the Authority"), and make available such advice and recommendations to any other persons with an interest.

4 **Membership of the Sub-Committee**

4.1 The membership of the Sub-Committee shall be seven members of the membership of the Forum. The Chair of the Forum shall also be a member of the Sub-Committee.

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4.2 Persons appointed to be members of the Sub-Committee shall, subject to the provisions set out below, hold and vacate office in accordance with the terms of their appointment to the Forum which shall not exceed four (4) years, subject to their remaining eligible.

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4.3 Members of the Sub-Committee shall vacate their office when they cease to be a member of the Forum for whatever reason.

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4.4 **Other Members**

The members of the Sub-Committee may recommend to the Forum the appointment to the Sub-Committee as members other individuals, not being members of the Forum, who appear to represent the interests of any section of the local community.

4.5 **Tenure of Other Members**

Other Members shall hold and vacate office in accordance with the terms of their Appointment.

Other members may resign their membership at any time by giving written notice to the Secretary of the Forum.

4.6 **Alternate Members**

Any member of the Sub-Committee may nominate an alternative member of the Forum to attend meetings of the Sub-Committee in their absence by giving written notice to the Secretary of the Forum.

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5 **Declaration of Interests**

5.1 Members of the Sub-Committee shall declare an interest in any item for discussion in which they have a personal or prejudicial interest, for example proposals which directly affect the school in which they are a Governor or which their children attend, or in which they might have a pecuniary interest in the decision made. Where the interest is prejudicial they should withdraw from the discussion and take no part in the decision.

5.2 Where it is clear that a decision in which a member of the Sub-Committee has such an interest is likely to arise at a particular meeting, the member concerned may wish to invite an alternative member to attend that meeting.

6 **Indemnification**

The Authority shall indemnify members of the Sub-Committee and Forum against reasonable legal costs and expenses arising from decisions or recommendations made in good faith.

7 **Chair and Vice Chair**

7.1 The Forum shall elect a Chair and Vice Chair of the Sub-Committee prior to the first meeting of the Sub-Committee and subsequently at the next meeting which falls after the date which is a year after the meeting at which the Chair and Vice Chair was elected.

Deleted: 7.1 The person holding the office of the Chair and Vice Chair of the Sub-Committee need not be a member of the Forum

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7.2 The Chair and Vice Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which they were elected.

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7.3 The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice given to the Secretary. Deleted: 4

7.4 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election. Deleted: 5

7.5 In the event of a casual vacancy occurring in the office of Chair or Vice Chair the members shall at the next meeting elect one of their members to fill that vacancy and the member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the vacancy not occurred. Deleted: 6
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8 **Secretary to the Forum**

The Secretary to the Forum will attend Sub-Committee meetings to advise. A Clerk from the Corporate Governance Section of the Authority will keep a record of each meeting of the Sub-Committee and deal with the administration of Sub-Committee business. Deleted: Constitution and
Deleted: Unit

9 **Venue and Times of Meetings**

9.1 Sub-Committee meetings will be closed to the public. The minutes and recommendations of the Sub-Committee will, however, be passed to the Admissions Forum which is open to the public.

9.2 The Secretary will convene a meeting of the Sub-Committee, by giving a minimum of seven (7) working days notice of meetings.

9.3 The date of the meeting will be given to the Secretary by the sub-committee at a previous meeting, or on the direction of the Chair or in their absence the Vice Chair.

9.4 The Agenda shall be set by the previous meeting of the Sub-Committee or, if appropriate, by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.

9.5 The Sub-Committee shall determine the frequency of meetings.

9.6 The Sub-Committee may invite interested parties to a meeting of the Sub-Committee if they consider it appropriate to do so having regard to the matters arising for discussion.

10 **Quorum**

The quorum for any meeting of the Sub-Committee shall be three members. Deleted: core

11 **Minutes of the Meeting**

The minutes of the meeting, after approval by the Chair or Vice Chair, shall be sent to the Forum. Deleted: of the Sub-Committee's core membership.

12 **Voting Arrangements**

12.1 Decisions on procedural and other matters as specified by the Regulations will be taken by a majority vote of all members present. In the event of an equal number of votes the Chair will have a casting vote.

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13 **Public Statements**

13.1 Public Statements on behalf of the Sub-Committee may only be made by the Chair or Vice Chair with the approval of the Sub-Committee and the Chair of the Forum.

Deleted: 12.2 Decisions on any other matters shall be taken by a majority vote of all members present. In the event of an equal number of votes the Chair shall have a casting vote.¶¶

13.2 Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the Sub-Committee and the Forum.

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Originator: Rachel Phillips

Tel: 0113 247 5729

Ref Fair Access Protocol 2008/9

Review

REPORT TO LEEDS ADMISSION FORUM – Challenging Children's Sub Committee

Date 15th September 2009

Venue: Civic Hall

Time: 4.30pm

Review by the Admissions Team on the impact of the AMB Fair Access Panels on the admissions of children in its second year of implementation and the consultation on changes in 2009/10.

Background

The In Year Fair Access Protocols were introduced in September 2007 in accordance with the School Admissions Code. The Code outlined the basic requirements of a Fair Access Protocol in that it should include all children who applied outside the normal round of admission who may have difficulty in securing a school place other than children with a Statement of Special Educational Need. These children are exempt due to the legislation already in place to enable them to attend the school that is named in their statement.

From February 2009 a new School Admissions Code introduced further legislation and guidance strengthening the Fair Access Protocols and its inclusion with the admissions policy. The DCSF extended its list of categories that had to be included in the Local Authorities protocols. Education Leeds had already voluntarily included most of these categories e.g. Travellers, Asylum Seekers and Refugees.

The list from the DCSF is as follows and is a minimum:-

- **Children returning to mainstream from a pupil referral unit**
- **Children who have been out of education for more than a term (Children Missing Education)**
- **Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places within a reasonable distance**
- **Children withdrawn from school by their family, following fixed term exclusion and unable to find another place**
- **Asylum Seekers and Refugees (ASR)**
- **Children in vulnerable accommodation or homeless**
- **Children with unsupportive family backgrounds where a place has not been sought (Attendance Orders)**
- **Children known to the police or other agencies**
- **Children without a school place and with a history of serious attendance problems**
- **Traveller Children**
- **Children who are carers**
- **Children On School Action Plus or special needs that require a specific support**

- **Children with disabilities or medical conditions**
- **Children returning from the criminal justice system**
- **Children of UK Service personnel and other Crown Servants**

The following categories have been agreed locally for inclusion into the protocol:-

- **Looked After Children (LAC)**
- **Unaccompanied Asylum Seeker Children (UASC)**
- **Children whose behaviour is causing concern or who are at risk of being permanently excluded**
- **Children returning from Elective Home Education**
- **Permanently excluded children**
- **Children who reside in the Wedge where a preference has not been made but where an offer is required by the Local Authority**

In order to fulfil the requirements contained in the School Admissions Code from 10th February 2009, Education Leeds consulted on a new protocol with Headteachers, Project Directors and officers for implementation in April 2009. The new protocols split the categories between a 'fastrack' system with cases being sent through to school for consideration who were considered 'low tariff' whilst 'high tariff' cases are referred straight to a Fair Access Panel in the case of Secondary Admissions. The current protocol introduced in April 2009 is attached as **Appendix A**.

Whilst there is one city wide protocol procedures can vary slightly between each Wedge due to the differing caseloads. It is important therefore that we look at the protocol on an area basis as well as city wide. The implementation of the Protocol also differs in the Primary and Secondary sectors.

Primary

The implementation of the protocol across the primary sector has generally taken a fast track approach unless a school is facing particular difficulties in admitting a child. Where schools have felt unable to take a child a Panel has been convened with neighbouring schools, and the schools of parental preference, to agree an appropriate placement. If the parent is unhappy with the offer that has been made they are given the right of appeal for any preference school they were refused.

The Panels were planned originally to 'piggy back' the F band funding panel which exists in each Wedge where a time and venue already exists and an educational psychologist is already in attendance with the Project Director and two primary schools on a rota basis. As the requirement for Fair Access Panels has been few and far between this method has proved effective. The roll out was gradual over the first year with the North East and North West being the early adopters. The West introduced it towards the end of 07/08 and it was introduced into the South at the beginning of the last academic year. Despite efforts by officers to establish the model in the East this has not been possible, due in part, to the lack of a project director.

The project directors play an important and valuable role in the swift reintegration of vulnerable and challenging primary children. In most Wedges, wherever there may be a difficulty the Project Director has been able to work in partnership with the Fair Access Manager and with the schools and the parents to enable a solution to be found. This has not been possible in the East and some children have found themselves out of school for longer than is desirable. It has also impacted on children who may require a managed move from one school to another and children in the Primary PRU who may require placement into a school. Currently several Cluster co-ordinators have responsibility in the East but this is so far proving significantly less effective than the arrangement in other wedges.

The data recording for Primary was only set up partway through the last academic year and therefore the data is not as complete as it will be for the forthcoming year. As with secondary the recording takes account of the children a school has taken through the Protocol. The data is attached as **Appendix B**.

The data for the academic year 2009/10 will be more comprehensive and give a more complete reflection of how many children each school are taking that meet the fair access criteria.

Conclusion

Primary Panels are becoming increasingly frequent, almost a weekly occurrence. For the first week of this term five Primary Panels sat, two in South which considered two cases and three in North West. There is already three planned to be heard imminently. The protocols are in place across the whole City and have worked well, but with an increase in demand by schools for the Panels to sit, this has placed a great strain on officer time and it is becoming increasingly difficult to ensure cases get heard quickly. The primary schools have been very receptive to the protocols and the idea of schools taking their 'fair share' and things have gone from strength to strength but there are two main issues that have come to light. Not all schools attend Panels when they have been invited so an allocation of a school place may be made without being able to take into account all circumstances being faced by those schools. Secondly, schools that are target schools for persistent absence feel that this should be reason enough for them not to admit a child with absence issues. Whilst we can take this into account, many schools in Leeds fall within this category and it is, therefore, impractical to refuse a child solely on this basis.

Recommendations

Whilst ever the East continue without a project director more involvement and support from the cluster coordinators is required to ensure the swift and effective placement of primary children. Discussion with the North East to ensure support is in place for Primary Panels while their project director post remains vacant.

In order to accurately record the number of children schools take who meet a Fair Access Criteria, schools should ensure that they do not admit children, other than those with a statement, through any other route than the Admissions Team. For Aided and Foundation schools, when they admit children directly who do meet one of the criteria to ensure that the Fair Access Manager is informed so that adequate records can be kept.

Secondary

As each Wedge works slightly differently within the same protocols, the protocols have been reviewed on a Wedge basis. The figures given are those referred through Admissions, Pupil Planning Team or from a Pupil Referral Unit. For 2008/9 all referrals were requested to come through Admissions but this was difficult to achieve due to changes in staffing in other areas, we have again requested this action and a protocol has been written by the Pupil Planning Team so it is envisaged that the data should be more comprehensive and accurate throughout the year and at the yearly review.

The Wedges have not yet had the opportunity to review the full year data although some Wedges have reviewed the data with corresponding names in April. This data will be sent out for review to the Fair Access Panels after the Challenging Children Sub-Committee and the Admissions Team will report back on any changes that have been made at the next meeting.

The new protocol, introduced in April 2009 included a major change to close a loophole in the procedures. This was to ensure that every child who did not have school place was offered one by the Panel, or if the Panel could not make a decision then the Local Authority would do so and instruct a school and if necessary, direct a school. Between April and July last year there were Panels who

were unable to make decisions on seven cases and asked the Local Authority to do so resulting in seven instructions. Five in the West, two in the North West and one in the East. Of these seven instructions one led to a direction letter.

The issues experienced in the previous year where parents were preferencing schools in more than one wedge, or in a wedge other than the one in which they live, have been resolved unless parents continuously change their minds or keep moving addresses. Specifically the issues arose where one wedge would decline to offer a place until they had heard the outcome of another wedge panel meeting. Cases are heard simultaneously at Panels so that they do not have to wait for the outcome of each Panel.

There are still issues around placing children who do not live within the Wedge that they are preferencing or 'cross wedge' preferencing, especially in areas of high mobility and caseload. Parents are advised by Admissions, in advance, the difficulties around preferencing outside the Wedge in which they live so they are aware of all the issues and the possible outcomes. They are also encouraged to preference at least one local school. It is currently the responsibility of the Wedge in which the child lives to make an offer of a school place if they do not have accessible educational provision. If a parent has not preferred a school in this Wedge there can be a delay in receiving an offer as we would have to wait for the outcome of all preferences before going to the Panel in which they live for an offer of a school place. Admissions are encouraging Panel to consider cross wedge allocation and this is facilitated by the mediation of Project Directors where they are in post.

It is important to note that the Catholic schools have been an integral part of the Panels but there can be some delay as they also hold their own internal Panels. This can mean a delay when a case is heard at a Wedge Panel and then has to wait for the internal catholic hearing before it is decided which catholic school will be offered. It is also difficult to gain feedback from those responsible within the school for the internal panel. The figures presented include the information that we have but may not give a full picture of the number of children that the catholic schools have accepted due to movement between themselves or direct admissions and therefore may be subject to change. The Admissions Team will continue to work closely with the catholic schools to minimise delays in the forthcoming year and to optimise communication.

Current Consultation

In order to ensure the procedures are working well and schools are happy with their implementation a review group met at the end of last year and from this a consultation paper has been drafted which has been to the Area Inclusion Partnership and will now go to the Fair Access Panels and schools for feedback. It is consulting on how cases are recorded and schools given credit for taking children through Appeals if they have refused to take them through Panel. It also asks for feedback on which Wedge should make an offer for a child if it has not been possible to meet parental preference. The proposal also includes a new level of decision making. If a Panel are unable to make an offer of a school place currently the Local Authority makes a decision based on the information available. The proposal suggests a Moderation Panel be held, quickly, where a Fair Access Panel have failed to reach a decision, to make the offer of a school place. This would have representation from the Wedges concerned and will help to ensure that the most appropriate allocation of a place is facilitated.

The consultation document is attached as **Appendix C**.

West

In 2007/8 the West considered 73 cases and placed 67% or 49 children. In 2008/9 the West considered 91 cases and placed 60 cases or 66%. Of the cases that were not given a place at Fair Access Panel one of the following other outcomes have occurred:-

- Returned to the school in Leeds they were on roll at
- Won an appeal for a school
- Lost an appeal and returned to the school in Leeds they were on roll at
- Given the right of appeal and told to contact their own Local Authority
- Placed in a Leeds Pupil Referral Unit
- Parents have withdrawn the request
- Placed by another Fair Access Panel

The influence of the Project Director in this Wedge has contributed significantly in working with the schools to find alternative solutions to exclusions, and mediating and negotiating in the allocation of some more complex cases. Working in partnership with the Project Director has ensured that the schools and Education Leeds have continued to have a productive and rewarding relationship and that is based on respect and trust. This Wedge has had monthly meetings without fail regardless of the number of cases and have an agreement that if a school is absent from the meeting, allocation will be made in absence. The Project Director and the Fair Access Manager continue to work together to place primary children through Primary Panels, which currently in the West are infrequent.

There are several issues arising in the West for the forthcoming year. Firstly, Swallow Hill School has opened severely oversubscribed in every year group (between 60-110 children per year). Whilst the school have made their intentions clear, to take children through the Panel and have already done so at the first Panel this year, they will be unable to take the number of children that West Leeds and Wortley took in combination last year (17).

Leeds West Academy are currently considering children from the Fair Access Panel in the context of their funding agreement, however, they did take one case at the last Panel. Currently they are also unable to access any of the alternative provision provided by the West partnership as they have chosen to withdraw their funding. As an Academy they are now responsible for their own admissions and appeals.

North West

The North West considered 73 cases in 2007/8 and placed 44% or 32 children. In 2008/9 they considered 80 and placed 52 or 65%. All other cases have been dealt with in the ways outlined above. The North West Panel has worked increasingly well in partnership with the local authority to place children quickly. Following the revised Protocol in April 2009 there have been two instructions in this Wedge both of which were complied with and directions have not been necessary. Once again this year both Guiseley and Benton Park have both offered places to parents to try and reduce the demand at Ralph Thoresby and Lawnswood but have been turned down due to the distance involved in travelling.

The input from the Project Director in this Wedge has been invaluable in ensuring that a representative from each school, who is empowered to make decisions, comes to each meeting. If a representative is not able to attend the Project Director will approach the school, if necessary, after the meeting. The Wedge was an early adopter of the Primary protocols due to the input of the Project Director and the Admissions Team and Fair Access Manager have been able to forge a very close working partnership with the Project Director to affect challenge where necessary.

North East

The North East placed 58% or 46 of the 79 cases presented in 2007/8. In 2008/9 the Panel placed 54 children or 57% of 94 cases. The Panel has an excellent working relationship and ethos of trust between themselves and many children have successfully managed moves without transfer requests

being required. Cardinal Heenan now attends the Wedge Panel making a positive impact on the working of the group and the streamlined placement of children.

The partnership working with the schools and the Admission Team in this Wedge has been significantly strengthened. This has happened through hard work and understanding and working with the Project Director to build relationships of trust that may not have existed in the past. Without the input from the Project Director the regular monthly meetings would not have achieved the positive and creative outcomes possible in many cases.

The North East Wedge was the first to adopt the primary protocols. Previously the structure used was slightly different to the one described earlier. Due to a change in the Area Management Board structure in this Wedge they will also adopt the same structure as all the other Wedges.

The North East no longer has a Project Director and as this occurred at the end of the last academic year it is too early to say how this will impact on the Wedge.

South

The South Wedge is one of the most difficult of the five Wedges for several reasons. All of the schools in the area are full across all year groups. There are very few schools with any vacancies. Therefore the vulnerable and challenging children are typically being taken by all schools, over their admission limits and on top of in year appeals that they have lost, due to being full. This is an added pressure for these schools to operate under, as well as being target schools for attendance and GCSE results.

Another issue experienced more in the South and East than the other Wedges is 'mobility'. These two areas of Leeds have some of the highest areas of deprivation and linked to this the highest levels of mobility in the City. The South has a high turnover of families which is disruptive for school cohesion as well as social cohesion. Added to these issues of deprivation and cohesion in the South is racial friction within pockets of south Leeds and in south Leeds schools which can permeate into how parents perceive schools and ultimately how they preference schools.

South Leeds High School was in an Ofsted category and through the Action Plan agreed with the local authority was not required to take any children that fell to the protocols. However, the school requested, and the authority agreed, that they would be allowed to consider applicants who had previously attended the school or who were Unaccompanied Asylum Seekers. The Head also felt in certain other cases he was able to offer a place and the school took 21 children through the protocols last year. As South Leeds Academy the school have added their funding to the partnership and will be fully involved in the Fair Access Protocols and the alternative provision that is provided with the joint funding. In addition in a meeting with the principal at the end of the academic year it was agreed that the Admissions Team would continue to administer their admissions for the forthcoming year. They will, however, be responsible for presenting their own appeals.

The South wedge have tried to be very innovative in their solutions for KS4 children moving into the City or who require alternative provision and the Fair Access Panel has funded and part funded many places in various provisions. They have now set up an excellent facility based at Rodillian School after consultation with the governors and headteacher it was agreed that all Unaccompanied Asylum Seekers residing in the South would be enrolled at Rodillian in the first instance and taught a programme of English there. It is hoped that other schools will also take these children on roll in the future but they will be taught at Rodillian in the first instance before joining their own school.

The South Panel placed 54% or 66 young people of the 122 cases that were considered by them in the academic year 2007/8. In 2008/9 the Panel considered 162 cases and offered gave places to 87 young people or 54%.

Many of the children who were presented to the Panel already had a school in Leeds or in the South of Leeds but wanted to move. Unless there were genuine reasons for the move it was refused and given the right of appeal and any appeals that were won are not reflected in the statistics. Some of the cases were dealt with as managed moves between the schools as the Panel felt that it was possible that a move may breakdown and the school should be given the opportunity to return the young person to their home school if the young person was not successfully integrated. These cases are also not reflected within the statistics.

The South has struggled with the needs of the young people that they have been asked to place who have fallen into two categories in the main: School Action Plus and Children Missing Education. It has been difficult in many cases to ascertain exactly what involvement in education these young people have had as many of them are new to Leeds.

In previous years the Panel used St. Luke's, a church run project, to re-engage those young people who had been out of education for some time. This project has now been disbanded. The South Harbour Project has also been used but does not have enough places to offer the Panel for the number of cases that they are seeing. It has become increasingly difficult to secure places from schools if a project or short term alternative project has not been available for these young people to engage with before being reintegrated back into mainstream school. A new project called 'Involve' has been found and works for some children but is expensive.

The schools are willing to act as exit schools but are looking for a project or provision where young people can be assessed, can work on their attendance issues without impacting directly in the first instance on the schools, especially those who are target schools.

The input from the Project Director has been instrumental in finding available provisions and working with schools to affect a positive outcome for young people. Without the Project Director the Pupil Planning Team and Admissions Team would not have been able to have placed as many cases successfully or have been able to find some of the creative solutions or ways forward that have enabled schools to ultimately take children on roll.

East

The East continues to have no Project Director which presents issues for the Fair Access Manager and Pupil Planning Team Officer. Unfortunately this does lead to issues around timely placement and finding suitable alternative provision for the most complex cases, however it is expected that the East wedge will soon be advertising such a post. This will be a welcome addition in supporting the successful placement of young people in the area.

The East placed 68% (101) of the 149 cases presented to them in 2007/8. In 2008/9 they considered 200 and placed 63% (125). Unlike the South they do have some flexibility in available school places within the Wedge to better deal with the placement of the high volumes that they experience.

There has been no one person who has an overview across the Wedge, or one person who can move things forwards. This has been most noticeable where creative solutions are required for cases. Some of the most complex and vulnerable cases were sent to appeal until April which was a less appropriate place for a decision to be made than the Panel.

Whilst the East Wedge has been very successful in placing cases over the last two years much of this has been with significant input from both Admissions and Pupil Planning Team. A Project Director will be able to help schools find local solutions to the issues that they are experiencing and help maintain vulnerable and challenging children within their schools or within their Wedge. A Project Director will also be able to strengthen the relationship with the other Wedges to promote cross wedge working and possible allocation of cases.

The East Panel still feel that there needs to be a Wedge based PRU which is under their control which can be used for dual registration, assessment and Permanent Exclusion.

Conclusion

The Wedges are all agreed in their view that they need dual registration and assessment provision. There are issues where young people may be asked to attend provision without being on the roll of a school.

If more provision is accessible fewer cases will go to the Appeal Panel, or remain CME/EHE for an unnecessary length of time. Young people will be assessed and be provided with targeted, individual provision.

More language support is required for schools that have very few EAL students as this can be a barrier to accessing school were economic migrants or asylum seekers haven't traditionally been able to access places.

All wedges would benefit from having a Project Director to move the agenda forward.

The number of children taken by each secondary school and the category that they primarily fall into (some may fall into more than one category) are attached as **Appendix D**.

Recommendations

To continue to improve access and admission for some of our most vulnerable and challenging young people we are proposing the following:-

To continue the consultation on changes to the current Fair Access Protocols

To send the attached figures to the next Fair Access Panels for schools to review and report to the next Sub-Committee any changes

To continue to work with the Fair Access Panels who do not have a Project Director to find solutions to issues that exist due to this issue.

To continue to work with schools to realign resources in order to facilitate multi agency assessment of needs and individualised learning programmes.

To continue to work with schools to resolve any issues that exist around not putting a young person on roll which is a health and safety and safeguarding issue.

Leeds Local Authority Fair Access Protocol September 2009

Background

The DCSF published a revised School Admission Code which came into force on 10 February 2009. The revised Code required the Local Authority to establish a new Fair Access Protocol with clear information on how decisions are made, the timeframes parents can expect, and to include an extended list of categories of young people.

All schools and academies in Leeds must participate in the local protocol which will have the following aims:-

- To ensure that no undersubscribed schools will admit a greater proportion of children with a **recent** history of challenging behaviour than other schools.
- To ensure that no school will be asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour or who are known to have a history of behavioural problems
- That unplaced children, especially the most vulnerable, must be offered places at a suitable school as quickly as possible, including above the published admission number
- To ensure that every child who cannot reasonably access their current educational provision or who does not have educational provision provided by the Local Authority or a neighbouring Authority is, where possible, offered a place in line with one of their preferences. Where this is not possible, then an alternative offer must be made within reasonable travelling distance of the child, usually by the Fair Access Panel where the child is living. A child must not have to appeal in order to be offered any place.

Membership of the Fair Access Panels

The Secondary Panels consist of the Project Directors or Chair of the Fair Access Panel, Headteachers, or their representatives, and Education Leeds officers. Other Leeds City Council officers or agencies working with families may also be invited to attend to contribute to specific cases that they are involved with.

The Primary Panels meet as and when required and the membership consists of the Project Director or a Cluster Co-ordinator, Education Leeds officers and the Headteachers of the preferred school plus any other headteachers that Education Leeds feel are relevant to the discussion. Other Leeds City Council officers or agencies working with families may also be invited to attend to contribute to the specific cases that they are involved with.

In all cases the attendance of the Project Director or Chair of the Fair Access Panel, a member of the Pupil Planning Team and a member of the Admissions Team will make the meeting quorate and decisions will be made if a Fair Access Panel fail to meet in a timely manner.



Accountability

The school nominated will be accountable for the child once a school place has been agreed at the meeting. Meetings will be held monthly or as near as possible accommodating school terms and school holidays. Minutes will be kept as a record of each meeting.

Timelines

Every case where a child is not on the roll of a school or other educational provision, will be resolved by the child being on the roll of an educational provider within a maximum of 30 school days of the application being received by the Admissions Team, unless there are documented and agreed reasons between the Local Authority, Project Director and Fair Access Panel as to why it is not in the child's best interest for this not to happen.

In line with School Admissions Code 2009 (1.49) the Local Authority **must** notify the school of the date by which the child is to be admitted and on the school roll.

Decision Making

The decision as to which school will be offered to a child will be taken by the Fair Access Panel as a whole and no individual will make the decision.

Every child who resides within the Fair Access Panel Wedge must be made an offer of educational provision or the Local Authority will offer a place at a school within the Wedge.

No child will go to appeal without the offer of educational provision.

Allocation

Children who fall into the following categories will have their cases dealt with in the following way:-

- Children without a school place and with a history of serious attendance problems**
- Children of UK Service personnel and other Crown Servants**
- Children in vulnerable accommodation or homeless**
- Children who are carers**

Cases that include background, and do not indicate any other Fair Access category, will be allocated a school place in line with parental preference, availability of places, and proportion of children already allocated through the Protocol. Schools will be given a 10 day start date. Cases without background will have a 20 day start date to allow additional time for background to be received. In all cases any serious concerns that a school has regarding the admission of a child must be raised within 5 days with the Fair Access Manager in the Admissions Team.

Traveller Children

Asylum Seekers and Refugees (ASR)

Looked After Children (LAC)

Unaccompanied Asylum Seeker Children (UASC)

Children On School Action Plus or special needs that require a specific support

Children with disabilities or medical conditions



Cases that include background, and do not indicate any other Fair Access category, will be allocated a school place in line with parental preference and proportion of children already allocated through the Protocol. Schools will be given a 10 day start date. Cases without background will have a 20 day start date to allow additional time for background to be received. In all cases any serious concerns that a school has regarding the admission of a child must be raised within 5 days with the Fair Access Manager in the Admissions Team.

If there are justifiable reasons as to why a particular school is unable to agree to the request e.g. the school is in special measures, the school has taken a large number of children through the protocols or a large number in a particular category then the Fair Access Manager will look at alternative parental preferences or refer the case to the Fair Access Panel in agreement with the Project Director.

Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places within a reasonable distance

Where parental preference cannot be met, the Local Authority will make a decision as to whether or not the nearest alternative school that they can offer is 'reasonable' based on the available public transport and distance.

E.g. If a parent living in Boston Spa requested a place at Wetherby but the school was full and Boston Spa had places this would be considered reasonable.

If a parent living near Cockburn wanted a place at Morley, Bruntcliffe or Woodkirk and the nearest school that could be offered was South Leeds this would be considered reasonable.

If the nearest school that could be offered was City of Leeds this would be considered reasonable if it was an easy route by public transport, as the parent had been happy for their child to travel to be educated. The parent may, however, qualify for assistance with travel costs.

Where there is no school with available places within a reasonable distance, then the local authority will allocate a place above the admission number of the nearest suitable school, taking into account numbers on roll, and the number of children schools have taken through the protocol.

In the case of primary school we will make an offer of a school within 2 miles of the home address.

The following categories will go directly to the first available Fair Access Panel:-

Children whose behaviour is causing concern or who are at risk of being permanently excluded

Children who have been out of education for more than a term (Children Missing Education)

Children returning from Elective Home Education



Children with unsupportive family backgrounds where a place has not been sought (Attendance Orders)
Children known to the police or other agencies
Children returning from the criminal justice system
Permanently excluded children
Children returning to mainstream from a pupil referral unit
Children withdrawn from school by their family, following fixed term exclusion and unable to find another place
Children who reside in the Wedge where a preference has not been made but where an offer is required by the Local Authority

These cases will be discussed at Fair Access Panel and the outcome recorded in the minutes which will then be agreed as a correct record of the proceedings **5 school days after distribution**. Schools, Project Directors or Chair of the Fair Access Panel and the Local Authority should all keep a record of the outcomes of the meetings to avoid any disputes.

Each case will be discussed individually and the decision will be made, by the Fair Access Panel as to what they believe is in the child's best interests taking parental preference into consideration.

Where applications are received for siblings, if any applications meet the protocols then all sibling applications will be considered by the Panel at the same time.

The decision made by the Fair Access Panel will be relayed in writing to the parent/carer and the school will contact the family to facilitate a speedy reintegration.

Where a child is to be offered a school the school must meet with the parent/carer and start the reintegration of the child no later than 10 school days after the Fair Access Panel meeting.

Where a school wishes to take the papers away for them to seek further information and consideration an answer must be provided to the Fair Access Manager within 5 school days. Should the school feel unable to offer a place they must provide in writing clear reasons for the refusal.

If it is necessary to hold a multi agency meeting before a decision can be made the school must do so within 10 school days.

Where the Fair Access Panel is unable to meet parental preference but the child is not on the roll of a school and resides within the Wedge the Fair Access Panel must make an offer of educational provision or the Local Authority will do so based on parental preference and the number of children taken by schools under the protocols within the Wedge.

The Admissions Team or Pupil Planning Team will inform parents of the progress of their case until a start date at an educational provision has been agreed. It is then the responsibility of the educational provider to liaise with the parent/carer.

Every child must be on the roll of an educational provision within 30 school days of the transfer request being received by the Admissions Team.



Appendix B

South Primary	FAP Category					
School Allocated	ASR	ATT	SA+	TRAV	CME	Grand Total
Beeston Primary School		1				1
Hugh Gaitskell Primary School	1					1
Hunslet Carr Primary School				1		1
Hunslet Moor Primary School				2		2
New Bewerley Community School	1	1			3	5
Thorpe Primary School			2			2
Windmill Primary School				1		1
Grand Total	2	2	2	4	3	13

East Primary	FAP Category			
School Allocated	CME	SA+	UASC	Grand Total
Harehills Primary School	1			1
Kippax Ash Tree Primary School			1	1
Kippax Greenfield Primary School	2			2
Wykebeck Primary School	2	1		3
Grand Total	5	1	1	7

North East Primary	FAP Category						
School Allocated	CME	EHE	LAC	UKS	ASR	TRAV	Grand Total
Bankside Primary School						1	1
Bracken Edge Primary School		1	1				2
Chapel Allerton Primary School	3						3
Kerr Mackie Primary School				2	1		3
Grand Total	3	1	1	2	1	1	9

West Primary	FAP Category				
School Allocated	ATT	LAC	AGEN	TRAV	Grand Total
Five Lanes Primary School				1	1
Lawns Park Primary School		1			1
Park Spring Primary School		1	1		2
Swinnow Primary School	1				1
Grand Total	1	2	1	1	5

North West Primary	FAP Category				
School Allocated	ASR	ATT	LAC	SA+	Grand Total
Hawksworth Wood Primary School	1				1
Little London Community Primary	2				2
Queensway Primary School			1		1
Yeadon Westfield Infant School				1	1
Yeadon Westfield Junior School		3			3
Grand Total	3	3	1	1	8

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Proposed changes to the Fair Access procedures.

Since introducing the revised Fair Access Protocol (FAP) at Easter we have been considering how we might better improve our procedures relating to the Protocol.

Many aspects of the Fair Access Panels are working very well and young people are being placed, in most circumstances, quickly and effectively. We need to ensure that we are able to fairly and accurately record all those young people who are placed in schools that are covered by the Protocol.

- It is proposed that:
- Education Leeds record, by FAP category, all young people placed through the Panels, and those in criteria 1 and 2 who have been sent directly through to schools.
- Any transfers that have been sent through to schools, where the young people are subsequently found to fall into a FAP category, be brought to the attention of the next FAP panel to be recorded as such.
- Education Leeds record any appeals that are successful, where the young person falls into a FAP category, either under the FAP category **OR** under a separate heading of Appeal.
- Any transfers arriving from outside of the Leeds authority who meet the FAP categories are counted.

One area of the Protocol which has not yet been refined and has the potential to lead to placements that are not necessarily the most appropriate for the parents and young people, is that where a parent lives in one area of the City but expresses preferences for a school in another. At present the Protocol requires a school in the area where the parent lives to make an offer if none of the schools preferenced by the parent have made an offer.

- It is proposed that we introduce a moderation process in these circumstances. The chair and project director, or other representative, from the two areas concerned will be asked to meet with the Fair Access Manager to mutually agree the area which should make the offer. This would be based on the knowledge of local schools requiring protection in particular year groups, where children in that area generally attend, as well the specific needs and preferences of the young person in question.

We would particularly welcome feedback to develop this proposal. It is further proposed that should moderation be unsuccessful, or not supported by colleagues in this consultation, that we consider changing the fall back position to the area containing the school that the young person has as their nearest school. That area would then be required to make an offer taking into account the 'fair sharing' arrangements and accessibility.

Finally we have had a number of circumstances where the social worker for a looked after child has expressed a preference, in good faith, based on their

beliefs about a school's ability to integrate the young person successfully. Often these cases progress to appeal.

- It is proposed that where the first preference school for a looked after child, consider that they are not the most appropriate school, a meeting be called with a representative from the current school, the preferred schools, the social worker and the Fair Access manager to discuss the transfer request. This will better facilitate a full understanding by all interested parties in the circumstances surrounding the young person in order to reach a decision that is in the child's best interests.

As ever we are striving to provide the best service possible to quickly and appropriately place young people in schools. We wish to do this in a clear and transparent way. It is our view that the proposed procedural changes will take a further step in that direction.

We would particularly like to receive feedback from you on these proposals with a view to beginning the next academic year with an improved process in place.

West FAP - 2008 - 2009	Criteria 1				Criteria 1 Total	Criteria 2						Criteria 2 Total
	ATT	UKS	VA	YC		TRAV	ASR	LAC	UASC	SA+	MED	
School Allocated												
Crawshaw High School								1				1
Farnley Park High School	1				1		1			3		4
Leeds West Academy								1		1		2
Priesthorpe High School						1	2			1		4
Pudsey Grangefield School	1			1	2	2				2		4
Swallow High Community College (West Leeds)			1		1	1	1			4		6
Swallow High Community College (Wortley High)						5						5
Grand Total	2		1	1	4	9	4	2		11		26

West FAP - 2008 - 2009	Criteria 3										Criteria 3 Total	Grand Total
	BEH	CME	EHE	UFB	AGEN	YO	PEX	PRU	FT WDN	WEDGE		
School Allocated												
Crawshaw High School	1	1			1	1	1				5	6
Farnley Park High School	1		1				3			1	6	11
Leeds West Academy		1			1	1	1				4	6
Priesthorpe High School	2	2	1		1		1				7	11
Pudsey Grangefield School	1	1					1				3	9
Swallow High Community College (West Leeds)		1					2				3	10
Swallow High Community College (Wortley High)		2									2	7
Grand Total	5	8	2		3	2	9			1	30	60

North West FAP - 2008 - 2009	Criteria				Criteria 1 Total	Criteria						Criteria 2 Total
	1					2						
	ATT	UKS	VA	YC		TRAV	ASR	LAC	UASC	SA+	MED	
School Allocated												
Abbey Grange CoE High School								1				1
Benton Park School Technology College										1		1
Central Learning Federation - City Of Leeds High School						5	4	1		1		11
Guiselley School Technology College												
Horsforth Specialist Science College										3		3
Lawnswood Specialist Mathematics and Computing School			1	2	3		2			2		4
Otley Prince Henry's Grammar School										1		1
Ralph Thoresby High School								1		1		2
St Mary's Catholic Comprehensive School, Menston	1			1	2	2						2
Grand Total	1		1	3	2	7	6	3		9		25

North West FAP - 2008 - 2009	Criteria										Criteria 3 Total	Grand Total
	3											
	BEH	CME	EHE	UFB	AGEN	YO	PEX	PRU	FT WDN	WEDGE		
School Allocated												
Abbey Grange CoE High School			1				1				2	3
Benton Park School Technology College	2				1						3	4
Central Learning Federation - City Of Leeds High School		3					1				4	15
Guiselley School Technology College						1	1	1			3	3
Horsforth Specialist Science College						1	1				2	5
Lawnswood Specialist Mathematics and Computing School							1				1	8
Otley Prince Henry's Grammar School						1	1			1	3	4
Ralph Thoresby High School		2									2	4
St Mary's Catholic Comprehensive School, Menston	1	1									2	6
Grand Total	3	6	1		1	3	6	1		1	22	52

North East FAP - 2008 - 2009	Criteria				Criteria 1 Total	Criteria						Criteria 2 Total
	1					2						
	ATT	UKS	VA	YC		TRAV	ASR	LAC	UASC	SA+	MED	
School Allocated												
Allerton Grange High School						1		1		1		3
Allerton High Business and Enterprise Specialist School								2		1		3
Boston Spa School				1	1					1		1
Cardinal Heenan Catholic High School						1		1		2		4
Carr Manor High School						1	6			2		9
Roundhay School Technology College							2	1		3		6
Wetherby High School			1		1		1			1		2
Grand Total			1	1	2	3	9	5		11		28

North East FAP - 2008 - 2009	Criteria										Criteria 3 Total	Grand Total
	3											
	BEH	CME	EHE	UFB	AGEN	YO	PEX	PRU	FT WDN	WEDGE		
School Allocated												
Allerton Grange High School		4				1		1			6	9
Allerton High Business and Enterprise Specialist School			1				1				2	5
Boston Spa School		4	1								5	7
Cardinal Heenan Catholic High School												4
Carr Manor High School	1	2	1					1			5	14
Roundhay School Technology College	1		2								3	9
Wetherby High School	1						1				2	5
Grand Total	3	10	5			1	2	2			23	53

South FAP - 2008 - 2009	Criteria				Criteria 1 Total	Criteria						Criteria 2 Total
	1					2						
	ATT	UKS	VA	YC		TRAV	ASR	LAC	UASC	SA+	MED	
Bruntcliffe High School	1		1		2		1			2		3
Cockburn College of Arts	1				1		1			3		4
Morley High School						2		1				3
Rodillian			3		3		5	1		4		10
Royds School Specialist Languag College				1	1	4				1		5
South Leeds Academy						3	3	6		4		16
Woodkirk High Specialist Science School	2			1	3			1		2		3
Grand Total	4		4	2	10	9	10	9		16		44

South FAP - 2008 - 2009	Criteria										Criteria 3 Total	Grand Total
	3											
	BEH	CME	EHE	UFB	AGEN	YO	PEX	PRU	FT WDN	WEDGE		
Bruntcliffe High School	3	1	1								5	10
Cockburn College of Arts	3	2									5	10
Morley High School	4	1					2			1	8	11
Rodillian	2		2					1			5	18
Royds School Specialist Languag College			1								1	7
South Leeds Academy	2	3									5	21
Woodkirk High Specialist Science School	3									1	4	10
Grand Total	17	6	4				2	1		2	33	87

East FAP - 2008 - 2009	Criteria	Criteria	Criteria	Criteria
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School Allocated	1				1 Total	2						2 Total
	ATT	UKS	VA	YC		TRAV	ASR	LAC	UASC	SA+	MED	
Brigshaw High School and Language College			1		1			3		2		5
Central Learning Federation - Primrose High School			1		1	7	6	1		1		15
Corpus Christi Catholic College							2					2
David Young Community Academy	1		1		2	1	3	1		3		8
Garforth Community College								2			1	3
John Smeaton Community College	5				5					4		4
Mount St Mary's Catholic High School			1		1	1	4	2		1	1	9
Parkland Girls' High School							2	1				3
Temple Moor High School Science College								1		2		3
Grand Total	3		5		8	9	17	11		13	2	52

East FAP - 2008 - 2009	Criteria										Criteria 3 Total	Grand Total
	3											
	BEH	CME	EHE	UFB	AGEN	YO	PEX	PRU	FT WD	WEDGE		
Brigshaw High School and Language College		1	1			1		1		1	5	11
Central Learning Federation - Primrose High School		5	2		2						9	25
Corpus Christi Catholic College	2	1	1		1		2				7	9
David Young Community Academy	1	2	2				1	2			8	18
Garforth Community College	1	1				1					3	6
John Smeaton Community College	2	4			1					1	8	17
Mount St Mary's Catholic High School	3	1	2					2			8	18
Parkland Girls' High School	1	1									2	5
Temple Moor High School Science College		2	8			1		2			13	16
Grand Total	10	17	16		4	3	3	7		2	62	125

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Originator: Viv Buckland
Tel: 3950907



REPORT TO LEEDS ADMISSION FORUM

DATE:

SUBJECT: REPORT ON THE SEPTEMBER 2009 ADMISSIONS ROUND

1 **Background**

1.1 Education Leeds is responsible for allocating children to primary, infant, junior and secondary schools and defending admission appeals for community and voluntary controlled schools. The company is also responsible for co-ordinating admissions between the voluntary-aided and foundation schools, the four neighbouring LAs and the David Young Community Academy.

1.2 The Admission and Transport Team manage transfers into Reception and Year 7 for approximately 17,000 families each year and offer each parent the highest preferred school available within the admission policy.

1.3 Over recent years there has been an increase in the birth rate, both nationally, and locally. There are around 600 more allocations to primary school this year than at the same time last year. Whilst we still have some surplus places in a small number of primary schools, these are in a limited number of areas of the City. It has been possible to allocate all parents who applied on time a place, however each year there are a significant number of parents who apply late and it is increasingly difficult to place these children within a reasonable distance. These factors are adversely affecting the number of parents being offered their preferred school.

1.4 The number of secondary school allocations on 1 March was approximately the same as last year. There remain a small number of schools where children are unable to gain a place in their nearest school. However all nearest children were offered a place in Roundhay school this year, following the changes to the admission policy reflecting the David Young Community Academy as a nearest school.

1.5 The on-line service has once again proved popular with parents, with 26% of on time applications using this method to apply for a school place. Statutorily, we must send offers out on 1 March each year. As this was a Sunday in 2009, parents who applied on line received their offer on the Sunday, several days ahead of those who applied on the traditional paper form.

2. **Admissions Round**

2.1 **Percentage of first preferences achieved**

	2009	2008	2007	2006
Secondary	83.7	86.7	86.6	86.9
Primary	83.2	88.6	94.5	93.3
Junior	96.9	95.3	94.6	97.4
Total	83.7	87.8	90.5	90.1

2.2 The admission policy within Leeds allows parents to try for a school out of their local area because they have the safety net of their local school if they are unsuccessful. As an equal preference policy it allows parents to be as aspirational as possible. It enables parents to ask for their favourite school, despite knowing their chances may not be high, without prejudicing their chance at obtaining a place in their nearest school, so long as they put it on the preference form. Given this is our agreed policy a further measure is the percentage of parents who received one of their three preferences.

2.3 Percentage of parents who achieved one of their three preferences

	2009	2008	2007	2006
Secondary	95.5	97.0	97.5	96.9
Primary	91.3	95.1	98.8	97.3
Junior	97.3	96.1	98.8	99.3
Total	93.5	96.1	98.2	97.2

3. School appeals

3.1 Whenever a parent is refused entry to a school they have a right to appeal against the decision. The appeal is heard by an independent panel which is organised by Governance Services as the process needs to be fully independent.

3.2 The figures below are based on the period from National Offer day on March 1st to the end of July for secondary and primary appeals. The in year appeals cover those appeals that have taken place within the academic year 08/09.

	Granted	Not Granted	Total	% Granted
Secondary	53	236	289	18.3%
Primary	13	298	311	4.2%
In year	177	185	362	48.9%
Total	243	719	962	

3.3 There have been fewer block appeals this year despite a fall in the percentage of parents gaining their first preference. The number of in year appeals has significantly increased although the percentage that were successful has reduced by 30%.

3.4 The number of primary appeals has fallen slightly from last year although the number of successful appeals has not changed. Most primary appeals are governed by the infant class size legislation where there are only very limited grounds on which a parent can succeed.

3.5 In year appeals throughout the year now comprise more than either primary or secondary block appeals. This is a combination of a reduction in both primary and secondary block appeals, but also a marked increase in the number of in year appeals, with almost 100 more than last year. Despite this increase the number of in year appeals granted by the panels has fallen by almost 50, reducing the percentage of successful appeals by parents from 78.2% to 48.9%.

3.6 The increasingly effective operation of the Fair Access Protocol does mean that many parents are offered a more appropriate school place, sometimes above the admission number of the school, removing the need for an appeal. Changes introduced by new legislation in February 2009 will see families who move into an area where there are no appropriate places available within a reasonable distance also placed through the Fair Access Protocol, further reducing the need for appeals.

4. **Conclusion**

- 4.1 There has been a general increase in the number of applications for admission that have been received in the last year. The birth rate is rising both locally and nationally and around 600 more primary allocations were made on 1 March than at the same time the previous year. Despite this increase the number of primary and secondary block appeals has fallen this year suggesting that whilst the percentage of parents being offered their first preference school has fallen, parents are relatively happy with the school they have been offered.
- 4.2 The number of in year appeals has significantly increased although there has been a fall of 30% in the success rate. This indicates that the independent panels do not consider the cases being put forward by parents are strong enough to warrant offering places in schools that are already full. A change in the Appeals Code has meant that fewer schools now send representatives to assist Education Leeds in defending the appeals, however the preparatory work undertaken on the written statements has proved effective.
- 4.3 We continue to have some pockets of the City where demand for a child's nearest school cannot be met, and although this has improved in the secondary sector the number of primary schools where the issue exists has risen from 7 to 15.

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REPORT OF THE CHIEF EXECUTIVE OF EDUCATION LEEDS**ADMISSIONS FORUM: 1 October 2009****SUBJECT: Demographic report and future projections of pupil numbers**

EXECUTIVE SUMMARY**PURPOSE OF THIS REPORT**

- 1 The report gives information on:
 - demographic trends, including births and new arrivals;
 - future projections of primary and secondary populations; and
 - changes in school provision.

BACKGROUND INFORMATION

- 2 Over recent years there has been an increase in the birth rate, both nationally and locally. This has been reflected in an increase in the number of pupils entering Reception, which has risen by about 800 in two years. Whilst we still have surplus places in primary and it is possible to continue to offer places to all children, the population increase is affecting the number of parents who are offered one of their preferences.
- 3 The increase in numbers has been more pronounced in areas inside the boundary of the ring road, but population growth is becoming a widespread phenomenon in Leeds as a whole. Rather than a small number of 'hotspots', most parts of the city are affected to a greater or lesser degree. It should be viewed as a city-wide issue.
- 4 The secondary sector has seen a slight fall in Year 7 numbers since 2004. Projections for 2009/10 had forecast a fall, but the admissions process is indicating a slight increase on last year. Generally Year 7 numbers are expected to be steady or slightly fall until 2015, after which time the current increase in births will feed through to the secondary sector, leading to a sharp rise from 2016 onwards.

RESOURCE IMPLICATIONS

- 5 Reports have been submitted to the Executive Board over the past six months outlining recommended actions to increase primary provision. These include

proposing an increase in the published admission numbers of various schools for 2010/11, resulting in a potential increase of more than 300 primary places. Fuller proposals to permanently expand a number of schools from 2010 will follow. There will be a need to increase primary places for 2011 and again for 2012.

- 6 Expansion schemes will be managed through the Education capital programme, although a bid has been submitted to the DCSF for additional funding to support these in 2010 and 2011.

RECOMMENDATIONS

- 7 Admissions Forum is asked to note the content of the report including:
- continuing increases in birth rate;
 - plans for expanded provision for 2009 and 2010;
 - a large and sustained rise in primary projections for the foreseeable future, with a consequent need for continued expansion of provision; and
 - steady or slightly decreasing secondary Year 7 enrolment for the next 5 or 6 years.

REPORT OF THE CHIEF EXECUTIVE OF EDUCATION LEEDS

ADMISSIONS FORUM: 1 October 2009

SUBJECT: Demographic report and future projections of pupil numbers

1.0 PURPOSE OF THIS REPORT

- 1.1 The report gives information on:
- demographic trends, including births and new arrivals;
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 - changes in school provision.

2.0 BACKGROUND INFORMATION

- 2.1 Over recent years there has been an increase in the birth rate, both nationally and locally. This has been reflected in an increase in the number of pupils entering Reception, which has risen by about 800 in two years. Whilst we still have surplus places in primary and it is possible to continue to offer places to all children, the population increase is affecting the number of parents who are offered one of their preferences.
- 2.2 The increase in numbers has been more pronounced in areas inside the boundary of the ring road, but population growth is becoming a widespread phenomenon in Leeds as a whole. Rather than a small number of 'hotspots', most parts of the city are affected to a greater or lesser degree. It should be viewed as a city-wide issue.
- 2.3 The secondary sector has seen a slight fall in Year 7 numbers since 2004. Projections for 2009/10 had forecast a fall, but the admissions process is indicating a slight increase on last year. Generally Year 7 numbers are expected to be steady or slightly fall until 2015, after which time the current increase in births will feed through to the secondary sector, leading to a sharp rise from 2016 onwards.

3 MAIN ISSUES

- 3.0 The annual number of births in Leeds continues to increase, as shown in Table 1 below and in Chart 1. Data are supplied by the Child Health Service of Leeds NHS - it should be noted that the 2009 data has only just been received, and are still subject to quality checking procedures.

Table 1: Births in Leeds

Year	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Births	8498	8362	8227	8227	7628	7562	7783	8094	8192	8444	8897	9168	9569	9660

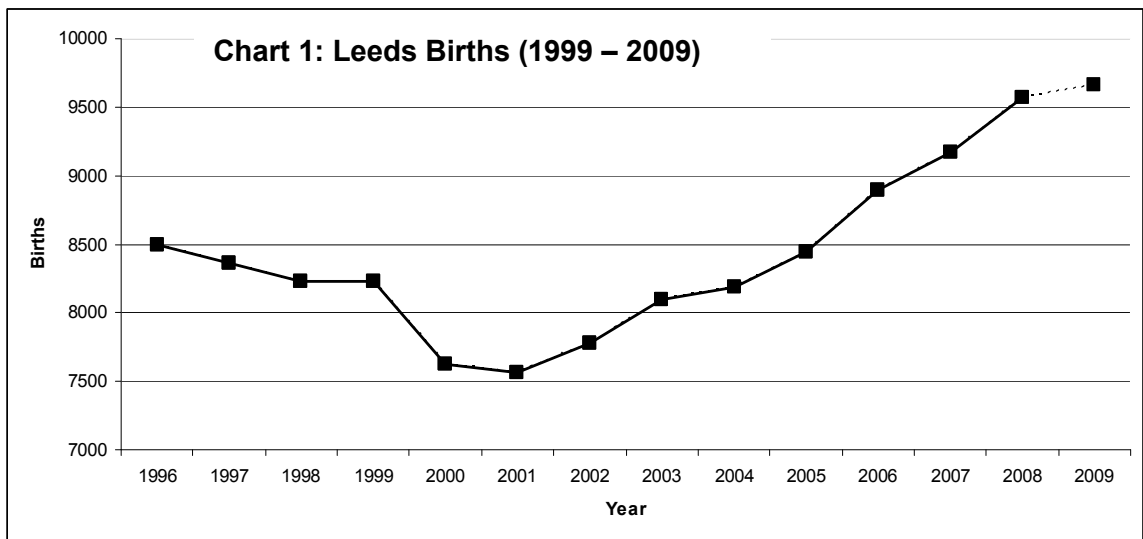
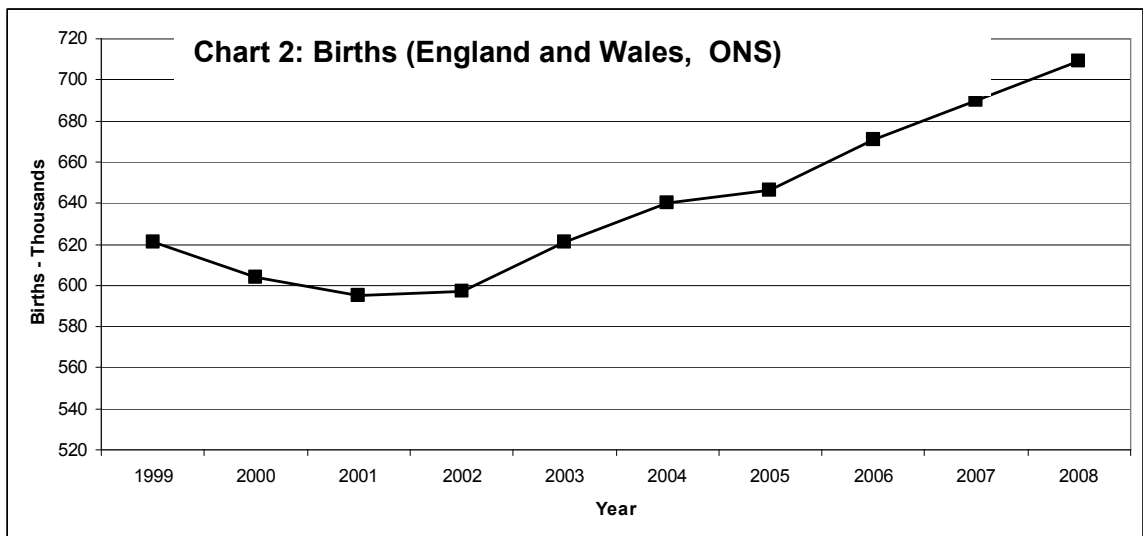
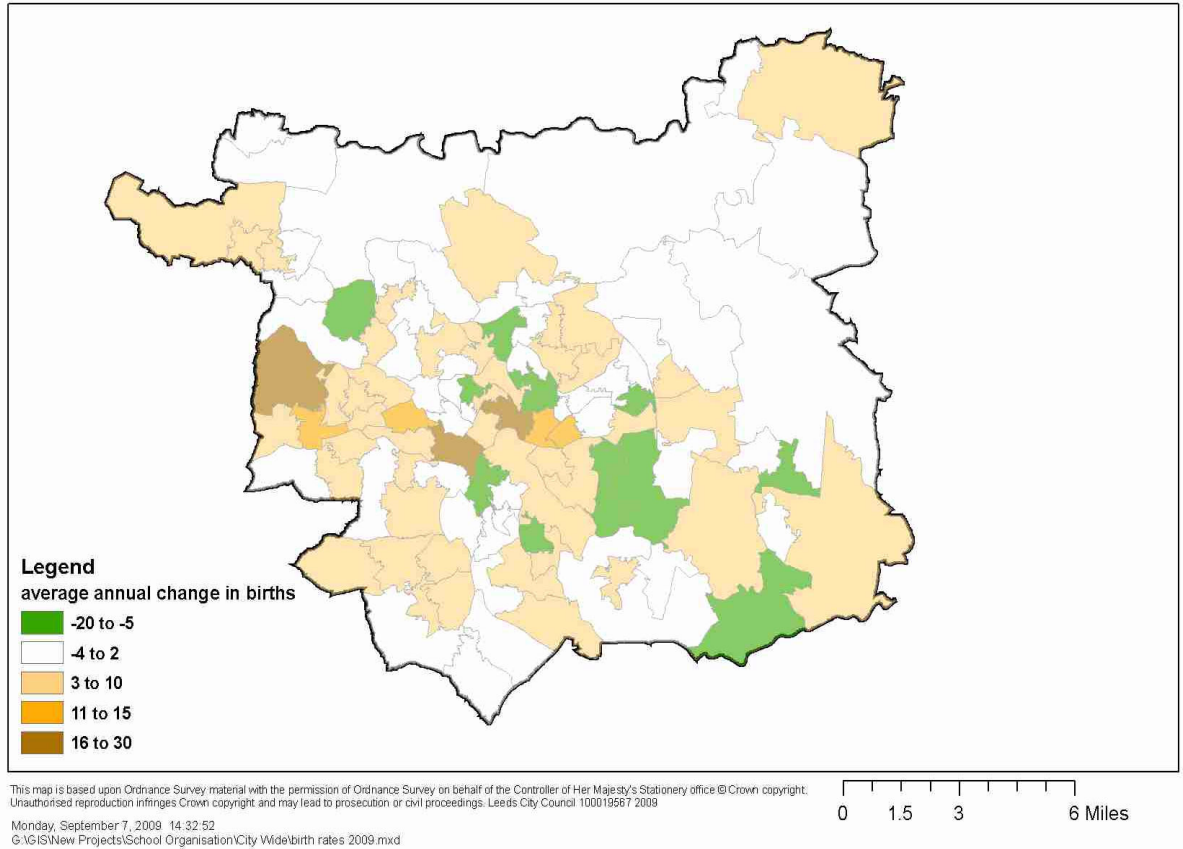


Table 1 and Chart 1 clearly show the magnitude of the rise in the number of births seen in recent years. Typically, they have been rising by about 250 - 300 per year. Leeds is not alone in experiencing such a phenomenon, as can be seen from the very similar trend in national births shown in Chart 2.

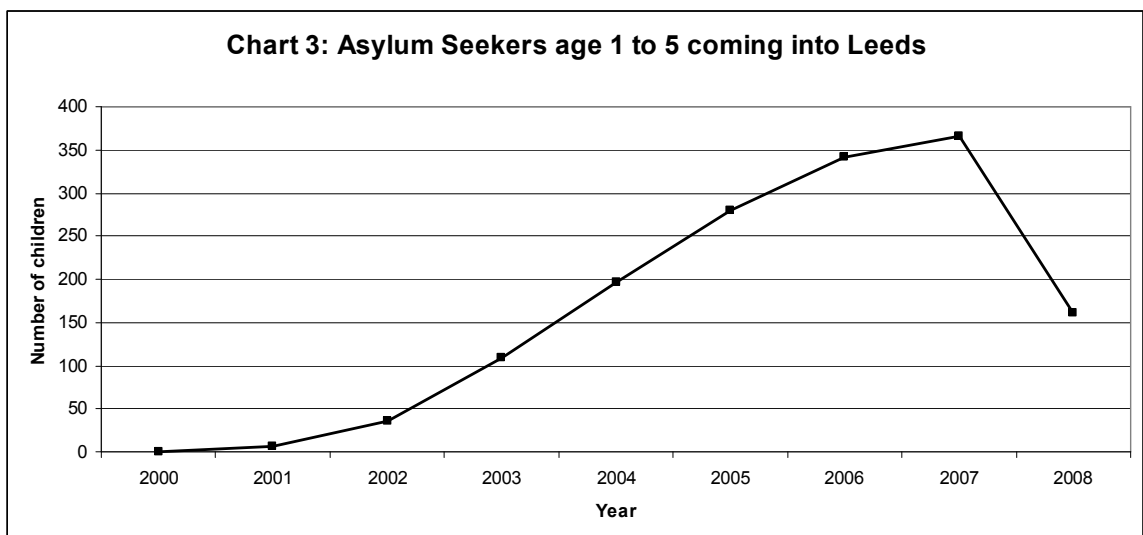


3.1 The increase in numbers has been more pronounced in areas in the inner east, inner south and west of Leeds. A large part of the city is affected to a greater or lesser degree, and hence it should be viewed as a city-wide issue. Map 1 shows the variation in the change in annual number of births across the city, based on average changes between 2006 and 2009.

Map1: Average annual change in births by area 2006 - 2009



3.2 New arrivals including asylum seekers and economic migrants have been a feature of the demographic situation in Leeds for the past ten or more years. Reliable statistics on economic migration are very difficult to obtain. There are some indications from data collected by Education Leeds that the number of children in Leeds schools from eastern Europe may be falling. In support of this, on a national scale, it has been reported (BBC Website, 8 September 2009) that worker registration numbers from Poland have been falling for the past eighteen months. For asylum seekers the statistical data is more robust, and suggests that the number of asylum seeker children arriving in Leeds declined last year (Leeds Refugee and Asylum Service).



Data for other age groups of children show similar decreases in the past year. It is too soon to say whether this is a trend and will continue; or whether these decreases are due to changes in legislation, the recession or some other factors.

- 3.3 Primary population projections indicate a steady increase in Reception numbers from the low point in 2005/6, and are projected to rise by nearly 31% by 2012/13. Across the whole primary enrolment, numbers are projected to rise by 12% in the same period. For the next few years, many schools will find themselves in the position of losing comparatively small Year 6 groups and receiving large Reception groups.

Table 2: Total primary projections (Sept 2009)

	REC	TOTAL
2003/2004	7,740	56,151
2004/2005	7,456	55,518
2005/2006	7,428	54,805
2006/2007	7,502	54,193
2007/2008	7,734	53,760
2008/2009	8,088	54,029
2009/2010	8,481	54,878
2010/2011	8,972	56,692
2011/2012	9,349	58,881
2012/2013	9,722	61,410

- 3.4 The secondary sector has seen a slight fall in Year 7 numbers since 2004. Projections for 2009/10 had forecast a fall, but the admissions process is indicating a slight increase on last year. Generally Year 7 numbers are expected to be steady or slightly fall until 2015, after which time the current increase in births will feed through to the secondary sector, leading to a sharp rise from 2016 onwards.

Table 3: Total secondary school projections (Sept 2009)

	YR7	TOTAL 11 to 16
2003\4	8,341	41,169
2004\5	8,158	42,047
2005\6	8,160	42,151
2006\7	7,986	41,628
2007\8	7,953	40,873
2008\9	7,789	40,095
2009\10	7,742	40,070
2010\11	7,675	39,382
2011\12	7,403	38,606
2012\13	7,312	37,795
2013\14	7,453	37,275
2014\15	7,653	37,231
2015\16	7,921	37,520
2016\17	8,296	38,373
2017\18	8,490	39,469
2018\19	9,040	41,028
2019\20	9,379	42,668

4.0 LEGAL AND RESOURCE IMPLICATIONS

- 4.1 Reports have been submitted to the Executive Board over the past six months outlining recommended actions to increase primary provision. These include proposing an increase in the published admission numbers of various schools for

2010/11, resulting in a potential increase of more than 300 primary places. Fuller proposals to permanently expand a number of schools from 2010 will follow. There will be a need to increase primary places for 2011 and again for 2012.

- 4.2 The capital works required to deliver the expansion of schools for 2010 will be funded through the Education Capital Programme. Education Leeds will report separately on each scheme, in due course, seeking financial approval for the specific schemes. A bid for additional basic need 'safety valve' funding has been submitted to the DCSF to support the capital delivery in 2010 and 2011. If the bid is unsuccessful, the Education capital programme will continue to be reviewed and reprioritised to deliver this statutory responsibility.

5.0 RECOMMENDATIONS

The Admissions Forum is asked to note the content of the report including:

- continuing increases in births in Leeds;
- plans for expanded primary provision in 2010;
- a large and sustained rise in primary projections for the foreseeable future, with a consequent need for continued expansion of provision; and
- steady or slightly decreasing secondary Year 7 enrolment for the next 5 or 6 years.

6.0 BACKGROUND REPORTS

22 July 2009 Executive Board Proposed increases in Admissions Limits for September 2010

17 June Executive Board 2009 Expanding Primary Place Provision

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Originator: Viv Buckland
Tel: 3950907

REPORT TO LEEDS ADMISSION FORUM

DATE: 1 October 2009

SUBJECT: Proposed consultation on admission arrangements for the September 2011 round

1 **Background**

- 1.1 Education Leeds is required to consult each year on the Council's admission arrangements and prepare a report for the Executive Board meeting in April. The consultation process is prescribed for all admission authorities, including academies, foundation and voluntary-aided schools.
- 1.2 The consultation covers the coordinated scheme, relevant areas as well as the admission policy for community and voluntary controlled schools. All other admission authorities will consult on their admission policies. Education Leeds will publish a public notice advising parents of the consultation and where they can find information, and how they can make their views known.
- 1.3 New legislation was introduced in December 2008 to accompany a new School Admissions Code which came into force in February 2009. There were two significant changes relating to the coordinated scheme which will require local authorities to fully coordinate all applications for school places.
- 1.4 Leeds has been experiencing a rapidly increasing birth rate and there is a need to expand a number of primary schools. The School Organisation Team will ensure that all statutory processes are followed in connection with these changes and any possible new schools in the future. The consultation on admission arrangements is to consider the admission numbers proposed for entry in September 2011, whereas a full statutory consultation will be carried out with respect to any permanent expansion.

2. **Coordinated Scheme – In year**

- 2.1 From January 2010 each local authority will have to have in place a coordinated scheme for in year transfers. This scheme will outline how parents will be able to apply on a common preference form and the procedure for ensuring they end up with a single offer of a school. It will explain how local authorities will communicate with each other and with governing bodies. Admissions Forum will be consulted on the content of the scheme before consultation is extended more widely.
- 2.2 From September 2010 all in year transfers will be fully coordinated in line with the published scheme. This will mean that parents wishing to apply for any school place at any point in time will only need to contact the local authority. No academy, foundation or aided school will be able to offer places directly to parents but will be required to do so through the local authority.
- 2.3 The local authority will be able to ensure that any parent refused a place in any school will be offered their right of appeal. Whereas this occurs for all community and voluntary controlled schools there is some anecdotal evidence from parents contacting the local authority that this is

not always happening in all schools.

3. To be able to handle the additional volume of transfer requests and still ensure that children are allocated a school place in a timely way it is proposed that we consider using in year waiting lists. At present all applications are dealt with as they arrive. It is possible for a place to be allocated to a child on one day from some distance away, but a request arrive the next day for a family living much nearer. On occasions parents apply for a place in a popular school where they have received information from someone at the school about a place becoming available. This can be very unfair for other parents and would be resolved if waiting lists were used.

3.1 **Coordinated scheme – annual cycle**

- 3.2 A coordinated scheme has been in place for primary and secondary schools for some time. Each year these are updated to reflect new dates and any changes to legislation. Whilst the secondary scheme remains largely unaltered the primary scheme now has a number of changes.

- 3.3 For September 2011 entry there will be full coordination in primary as well as secondary. At present we fully coordinate secondary applications for year 7 with all academies, aided and foundation schools and other local authorities. In primary this has not previously been extended to other local authorities, allowing parents to apply to more than one local authority. It has also meant that local authorities have had quite significantly different offer dates.

- 3.4 In Leeds we have previously offered parents both primary and secondary places on 1 March. Unfortunately we will no longer be able to do this from 2011. There has been a national closing date for applications introduced in the legislation. For secondary this will be 31 October each year. National offer day will remain at 1 March. The closing date is only about two weeks later than we have previously used which will mean that governing bodies of academies, aided and foundation schools will have less time available to them to undertake any testing and meet to rank the order of the applicants according to their policies.

- 3.5 For primary applicants there will be a national closing date much later on 15 January. Whilst the legislation has stopped short of a national offer date, it will bring local authorities much closer together. The offer date in Leeds for Primary places will be 22 April 2011.

4. **Changes to admission numbers**

- 4.1 Due to the increasing birth rate in Leeds there will be a need to expand a number of primary schools in 2011. Discussions are proceeding with most schools in the City about the potential changes in their area and it will be November before a list of schools will be available. At that time a further report will be sent to members of the Admission Forum identifying the schools, before publishing the consultation document.

5 **Conclusion**

- 5.1 No fundamental changes are proposed to the Admission policy. The coordinated schemes have been updated to reflect the latest legislation and the requirement for full coordination. It is proposed that we consult on whether or not to hold in year waiting lists from September 2010. Changes will be required to primary school numbers and these will be available from November.

6 **Recommendations**

- 6.1 That Admission Forum discuss and provide feedback on their views around the holding of in year waiting lists and the coordination of in year applications.
- 6.2 That a meeting of the Leeds Admission Forum be scheduled for November 2009 when details of which school admission numbers would be changing would be available

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APPENDIX 1. CO-ORDINATED ADMISSION SCHEME FOR PRIMARY AND JUNIOR SCHOOLS IN LEEDS 2011/2012.

Purpose

This scheme is made to comply with the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008.

This scheme requires inter-authority co-ordination by the local authorities for:

- a. North Yorkshire, Kirklees, Bradford and City of Wakefield

Leeds Admission Authorities

In Leeds the admission authorities for primary, infant and junior schools are:

- a. The Governing Body of the Catholic voluntary aided schools, the Church of England voluntary aided schools, the Jewish voluntary aided school, and the foundation primary schools shown in appendix 1a:
- b. Education Leeds (EL) acts as the admission authority on behalf of Leeds City Council for all other Leeds primary, infant and junior schools.

Should any further schools adopt foundation status or become academies their Governing Bodies will take up responsibility as admission authorities.

The Leeds Common Preference Form

There will be a standard form known as the Common Preference Form (CPF) to be used within the Local Authority (LA) area. The CPF will be used for the purpose of admitting pupils into the first year of primary education, Reception and year 3 in junior schools. The CPF must be used as a means of expressing up to three preferences by parents:

- a. for admission to a school within the LA (including Voluntary Aided and Foundation schools);
- b. for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools or Academies.)

The Leeds CPF will:

- a. Invite parents to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
- b. Invite parents to give their reasons for each preference.
- c. Explain to the parent that they will receive no more than one offer of a school place from Education Leeds and that:
 - i. a place will be offered at the highest ranking nominated school for which their child is eligible for a place; and
 - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - iii. if a place cannot be offered at a nominated school, and the address is not in Leeds, the home authority will be responsible for allocating an alternative school.
- d. Specify the closing date and where the form must be returned in accordance with the timetable.

EL will make appropriate arrangements to ensure:

- a. that the CPF is available on request from EL and from all primary schools in the Leeds area; and
- b. that the CPF is accompanied by a written explanation of the co-ordinated scheme in the parents guide to admissions booklet.
- c. that parents have facility to make an online application for a school place up to the deadline for applications.

EL will take all reasonable steps to publicise the availability of the CPF (and parents guide) to every parent resident in the LA who has a child about to start year Reception or transfer from Infant school into year 3.

Education Leeds will forward details of the applications, but not the parents ranking, to other admission authorities within the Leeds area and to other LAs if a preference has been made for a school in another Local Authority area.

Governing Bodies, which are admission authorities for their school, must relay information back to EL showing the order in which they rank the applications for places, by a date specified in this scheme.

Supplementary Information Forms

All preferences expressed on the CPF are valid applications. The governing body of Voluntary Aided or Foundation schools can require parents who have nominated their school on the CPF, to provide additional information on a Supplementary Information Form. This form can only be used where additional information is required for the governing body to apply their over subscription criteria to the application.

Where a Voluntary Aided or Foundation school requires a Supplementary Information Form it cannot consider an application unless the parent has expressed a preference on the CPF. When the school matches the two forms and finds one is missing they or Education Leeds will contact the parent and ask them to complete the relevant form. At this stage there may be only a short timescale for the parent to complete the form.

Testing

There are no maintained primary, infant or junior schools in Leeds that require a test in order to gain admission.

Determining offers in response to the CPF

EL will act as a clearing house for the allocation of places by the relevant admission authority in response to the CPFs. EL will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CPF where:

- a. it is acting in its separate capacity as an admission authority, or
- b. an applicant is eligible for a place at more than one school, or
- c. an applicant is not eligible for a place at any school that the parent has nominated and lives in Leeds.

EL will match the ranked list against the ranked lists of the other nominated schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- EL will use the over subscription criteria in the admission policy published in the Starting Primary School Parent Guide for deciding places in Community and Controlled schools.

Where the child of a Leeds resident is not eligible for a place at any of the denominational schools, the child will be allocated a place at the nearest appropriate school with a vacancy at the time of the allocation.

Where the child is not eligible for a place at a nominated school, and the parents are not resident in Leeds, the home LA will be responsible for their education.

EL will notify the Leeds Voluntary Aided and Foundation admission authority of the single offer to be made by the deadline in this scheme.

EL will notify the home LA if a place is to be offered or not by the deadline in this scheme. The home LA will then make offers on behalf of EL. EL will endeavour to work with other LAs so that only a single offer is made.

The offer of a place

Parents will be notified by EL that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at each of the other schools nominated on the CPF;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Contact details for the school and Local Authority (and those preferenced Voluntary Aided and foundation schools where they were not offered a place, so that they can lodge an appeal with the governing body);
- Where the child has been refused a place at a nominated or Voluntary Aided school, instructions as to how the parents can add their child's name to the schools waiting list. For Community and Controlled schools a waiting list will be maintained until **31 December 2010**.

Parents offered a Community or Controlled school will be required to write and accept the offer of a school place by **6 May**. Voluntary Aided and foundation schools within Leeds and schools in other LAs may also require parents to accept the offered school, this will be by the deadline of **6 May**. In the case of these schools failure to accept the place by the deadline may result in the place being offered to another applicant.

Waiting lists

Where the child has been refused a place at a nominated Voluntary Aided or Foundation school, instructions as to how the parents can add their child's name to the schools waiting list are in the school's policy. Waiting lists for all schools will be maintained until **31 December 2011**

Late Applications

If a common application form is received after the closing date of 14 January 2011, without a reason that is acceptable to us as the admission authority, we will consider it to be a late application and will process it after we have considered other applications received by the deadline.

Late supplementary information forms must be sent to the Voluntary Aided school concerned as without both forms it will not be possible for the Governors to apply their admission policy. Where the other admission authorities have already ranked their applications then any preference received after 14 January may not be able to be considered along with on time applications.

Change of Preference

Parents will not be allowed to change their preferences after 14 January 2011 without good reasons, for example, if they move home after this date. Learning that an admission appeal has not been successful or dissatisfaction with the allocated school will not be considered reasons to allow a change of preference.

EXPLANATORY NOTE – PRIMARY SCHOOLS

We have introduced co-ordinated arrangements between all schools in Leeds and between other LAs. The aim of the arrangements is to ensure that only a single offer is made to a parent rather than several offers from different admission authorities.

For September 2011 Education Leeds will act as a clearing house for all schools in Leeds and every parent who requires a Leeds school, Community, Controlled, Foundation or Voluntary Aided must complete a Leeds Common Preference Form (CPF).

If a parent in a neighbouring LA wants their child to attend a Leeds Community or Voluntary Aided school they must complete the home LA CPF. The home LA will forward the CPF onto Education Leeds who, in turn, will forward the applicant's details on to the Leeds Voluntary Aided or Foundation School (Education Leeds will deal with the application if it is for a Community School). The governing body determine to whom they will make an offer, to by applying their admission policy, and inform Education Leeds of the ranked order of offers. The process then works in reverse, the school informs Education Leeds who in turn inform the neighbouring (home) LA. It is the home LA who then writes the offer letter on behalf of the governors of the Leeds Voluntary Aided or Foundation School.

Parents will not be able to apply direct to any Voluntary Aided or Foundation school.

It could be that the parent in another LA preferences 1. A school in their home LA. 2. A Voluntary Aided Leeds School. 3. A Leeds Community school. It could be that the parent receives an offer from all three admission authorities as they meet the criteria for all three schools. In these circumstances EL will offer the highest school listed on the CPF and make this known to the home authority. The home authority is responsible for writing the offer letter.

In order for the process to work there must be an agreed timetable between Education Leeds, Voluntary Aided schools and other LAs.

In order to apply their admission policies Voluntary Aided schools may require information which is not available on the preference form, for example, baptism details. Schools can therefore use their own Supplementary Information Form to collect these details. Therefore a parent needs to complete a CPF which is returned to Education Leeds directly or via the primary school, and a Supplementary Information Form which is for the school to retain. The parent needs to complete a Supplementary Information Form for each Voluntary Aided school listed on the CPF.

Education Leeds is not required to send schools details of the parents ranking of schools when it send copies of the CPF to each school.

On 22 April 2011 (or next working day) Education Leeds will write to every parent in Leeds to offer a single school place. If this offer is for a Voluntary Aided or Foundation school then the letter will make the offer on behalf of the Governors of the school.

APPENDIX 1a

Voluntary Aided Catholic Schools

Christ the King Catholic Primary School
Corpus Christi Catholic Primary School
Holy Name Catholic Primary School
Holy Rosary and St Anne's Catholic Primary School
Immaculate Heart of Mary Catholic Primary School
New Wortley Holy Family Catholic Primary School
Our Lady of Good Counsel Catholic Primary School
Rothwell St Mary's Catholic Primary School
Sacred Heart Catholic Primary School
Ss Peter and Paul Catholic Primary School
St Anthony's Catholic Primary School
St Augustine's Catholic Primary School
St Benedict's Catholic Primary School
St Edward's Catholic Primary School
St Francis Catholic Primary School, Morley
St Francis of Assisi Catholic Primary School, Beeston
St Joseph's Catholic Primary, Otley
St Joseph's Catholic Primary School, Hunslet
St Joseph's Catholic Primary School, Pudsey
St Joseph's Catholic Primary School, Wetherby
St Mary's Catholic Primary School, Horsforth
St Nicholas Catholic Primary School
St Patrick's Catholic Primary School
St Paul's Catholic Primary School
St Philip's Catholic Primary School Middleton
St Theresa's Catholic Primary School
St Urban's Catholic Primary School

Voluntary Aided Church of England Schools

Adel St John the Baptist Primary
Beeston Hill St Luke's Primary
Collingham Lady Elizabeth Hastings Primary
Cookridge Holy Trinity Primary
Hawksworth Primary
Hunslet St Mary's Primary
Kirkstall St Stephen's Primary
Lady Elizabeth Hastings, Thorp Arch Primary
Ledston Lady Elizabeth Hastings Primary
Manston St James Primary
Meanwood Primary
Roundhay St John's Primary
St Chad's Primary
St Matthew's Primary
St Oswald's Junior school

St Peter's Primary
Whinmoor St Paul's Primary

Voluntary Aided Jewish School
Brodetsky Primary

Foundation schools
East Garforth Primary
Garforth Green Lane Primary
Ninelands Primary
Strawberry Fields Primary

Primary and Junior Timetable 2011/2012 for Aided, Community, Voluntary Controlled and Foundation Schools.

3 September 2010	Literature and Common Application Forms sent out to Leeds parents
14 January 2011	Closing date for return of Common Application Forms and online applications. Closing date for Supplementary Information Forms to be returned to individual Voluntary Aided schools. A Supplementary Information Form should be completed for each Voluntary Aided school.
17 January 2011	Primary schools will forward any remaining forms onto EL
28 January 2011	EL will provide details of applicants who have expressed preferences for Leeds voluntary aided or foundation schools to those admission authorities for them to apply their admission policies.
28 January 2011	EL will sent details of children who have expressed preferences for schools in other LA areas to those Local Authorities for them to apply their admission policies
11 February 2011	Voluntary Aided and Foundation schools, and Academies will send EL a ranked list indicating who will and who will not be offered a place.
14 February 2011	Parents of children with a statement of special educational need will be offered a school.
18 February 2011	EL will match ranked lists of all schools and allocate places in accordance with the scheme.
11 March 2011	Send first round of allocation information to other authorities identifying potential offer(s)
25 March 2011	Send second allocation cycle information to other authorities
1 April 2011	Input preference information from second cycle and send final allocation information to other authorities.
22 April 2011	Produce and send out offer letters.
June and July 2011	Admission Appeals
June to end of August 2011	Manual adjustments to allocation and communicating those results to neighbouring authorities by EL
31 December 2011	Closure of waiting lists

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CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS IN LEEDS 2011/2012.

Purpose

This scheme is made to comply with the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008

This scheme requires inter-authority co-ordination by the local authorities for:

- a. North Yorkshire, Kirklees, Bradford and City of Wakefield

Leeds Admission Authorities

In Leeds the admission authorities for secondary schools are:

- a. The Governing Body for the following voluntary aided (VA) and foundation (F) schools and Academies (A):

Abbey Grange CE High School	(VA)
Cardinal Heenan Catholic High School	(VA)
Corpus Christi Catholic College	(VA)
David Young Community Academy	(A)
Garforth Community College	(F)
Leeds West Academy	(A)
Mount St Mary Catholic High School	(VA)
South Leeds Academy	(A)
St Mary's Catholic Comprehensive School	(VA)

- b. Education Leeds (EL) act as the admission authority on behalf of Leeds City Council for all other Leeds secondary schools.

Should any further schools adopt foundation status or become academies their Governing Bodies will take up responsibility as admission authorities.

The Leeds Common Preference Form

There will be a standard form known as the Common Preference Form (CPF) to be used within the Local Authority (LA) area. The CPF will be used for the purpose of admitting pupils into the first year of secondary education, year 7. The CPF must be used as a means of expressing up to three preferences by parents resident in the Local Education Authority area:

- a. for admission to a school within the LA (including Voluntary Aided and Foundation schools or Academies);
- b. for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools or Academies.)

The Leeds CPF will:

- a. Invite parents to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
- b. Invite parents to give their reasons for each preference.
- c. Explain to the parent that they will receive no more than one offer of a school place from Education Leeds and that:
 - i. a place will be offered at the highest ranking nominated school for which their child is eligible for a place; and
 - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - iii. if a place cannot be offered at a nominated school, and the address is not in Leeds, the home authority will be responsible for allocating an alternative school.
- d. Specify the closing date and where the form must be returned in accordance with the timetable.

EL will make appropriate arrangements to ensure:

- a. that the CPF is available on request from EL and from all primary schools in the Leeds area; and
- b. that the CPF is accompanied by a written explanation of the co-ordinated scheme in the parents guide to admissions booklet.
- c. that parents have facility to make an online application for a school place up to the deadline for applications.

Education Leeds will take all reasonable steps to ensure that every parent resident in the Local Authority who has a child in their last year of primary education, year 6, receives a copy of the CPF (and a parent's guide.)

Education Leeds will forward details of the applications, but not the parents ranking, to other admission authorities within the Leeds area, and to other LAs if a preference has been made for a school in another Local Authority area.

Governing Bodies, which are admission authorities for their school, must relay information back to EL showing the order in which they rank the applications for places, by a date specified in this scheme.

Supplementary Information Forms

All preferences expressed on the CPF are valid applications. The governing body of Voluntary Aided or Foundation schools can require parents who have nominated their school on the CPF, to provide additional information on a Supplementary Information Form. This form can only be used where additional information is required for the governing body to apply their over subscription criteria to the application.

Where a Voluntary Aided school requires a Supplementary Information form it cannot consider an application unless the parent has expressed a preference on the CPF. When the school matches the two forms and finds one is missing they or Education Leeds will contact the parent and ask them to complete the relevant form. At this stage there may be only a short timescale for the parent to complete the form.

Testing

The David Young Community Academy requires all students to take a test in order to apply its admission policy. Leeds West Academy can offer 10% of places to students who have an aptitude in performing arts.

Determining offers in response to the CPF

EL will act as a clearing house for the allocation of places by the relevant admission authority in response to the CPFs. EL will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CPF where:

- a. it is acting in its separate capacity as an admission authority, or
- b. an applicant is eligible for a place at more than one Leeds school, or
- c. an applicant is not eligible for a place at any school that the parent has nominated and lives in Leeds.

EL will match the ranked list against the ranked lists of the other nominated schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- EL will use the over subscription criteria in the admission policy published in the Starting Secondary School Parents Guide for deciding places in Community and Controlled schools.

Where the child of a Leeds resident is not eligible for a place at any of the denominational schools, the child will be allocated a place at the nearest Community or Controlled school (or Aided or Foundation School, or Academy with the permission of the governing body) with a vacancy

Where the child is not eligible for a place at a nominated school, and the parents are not resident in Leeds, the home LA will be responsible for their education.

EL will notify the Academy and Leeds Voluntary Aided admission authority of the single offer to be made by the deadline in this scheme.

EL will notify the home LA if a place is to be offered or not by the deadline in this scheme. The home LA will then make offers on behalf of EL. EL will endeavour to work with other LAs so that only a single offer is made.

The offer of a place

Parents will be notified by EL that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at each of the other schools nominated on the CPF;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Contact details for the school and Local Authority (and those preferenced Voluntary Aided schools where they were not offered a place, so that they can lodge an appeal with the governing body);

Parents offered a Community or Controlled school will be required to write and accept the offer of a school place by **15 March**. Voluntary Aided schools within Leeds and schools in other LAs may also require parents to accept the offered school, this will be by the deadline of **15 March**. In the case of these schools failure to accept the place by the deadline may result in the place being offered to another applicant.

Waiting lists

Where the child has been refused a place at a nominated Voluntary Aided or Foundation school or Academy instructions as to how the parents can add their child's name to the schools waiting list. A waiting list for all schools will be maintained until **31 December 2011**

All Aided and Foundation schools and Academies will continue to coordinate allocations with EL until **31 July**. Schools will continue to maintain their waiting lists and will notify EL of any changes. EL will write out to parents with the offer of a place on their behalf.

Late Applications (after 31 October – 1 March)

The closing date for applications to be received in school or directly to EL in the normal admission round is **31 October 2010**.

Education Leeds will endeavour to process any late CPF until **10 December** and liaise with any Voluntary Aided or Foundation schools or Academies listed on the CPF. Where the other admission authorities have already ranked their applications, or testing has taken place, then any preference received after 16 October may not be able to be considered along with on time applications. Other LAs may not accept any late applications without proof of exceptional

reasons. After **10 December** late applications will be considered only after all on time applications unless there are significant or exceptional reasons.

EXPLANATORY NOTE – SECONDARY SCHOOLS

We have introduced co-ordinated arrangements between all schools in Leeds and between other LAs. The aim of the arrangements is to ensure that only a single offer is made to a parent rather than several offers from different admission authorities.

For September 2011 Education Leeds acts as the clearing house for all parents in Leeds. Every parent in Leeds must complete a Leeds CPF, even if they attend a Leeds Voluntary Aided Primary school and want a Voluntary Aided Secondary school in another LA.

If a parent in a neighbouring LA wants their child to attend a Leeds Community, Voluntary Aided or Foundation school or Academy they must complete the home LA CPF. The home LA will forward the CPF onto Education Leeds who, in turn, will forward the applicant's details onto the Leeds Voluntary Aided or Foundation School or Academy (Education Leeds will deal with the application if it is for a Community School). The governing body determine to whom they will make an offer to, by applying their admission policy, and inform Education Leeds of the ranked order of offers. The process then works in reverse, the school informs Education Leeds who in turn inform the neighbouring (home) LA. It is the home LA who then writes the offer letter on behalf of the governors of the Leeds Voluntary Aided or Foundation School or Academy.

It could be that the parent in another LA preferences 1. A school in their home LA. 2. A Voluntary Aided Leeds School. 3. A Leeds Community school. It could be that the parent receives an offer from all three admission authorities as they meet the criteria for all three schools. In these circumstances EL will offer the highest school listed on the CPF and make this known to the home authority. The home authority is responsible for writing the offer letter.

There could be cases where Leeds parents preference schools in other LA's and the process described above works in reverse. The parent applies to Leeds on our CPF, we send it to the other LA, and they in turn forward the applicant's details onto their Voluntary Aided school. The governing body determine that an offer should be made and inform their home LA, they forward the offer onto Education Leeds and we then write the offer letter on behalf of the neighbouring LA Voluntary Aided School.

Secondary Timetable 2011/2012 for Aided, Community, Foundation Schools and Academies

3 September 2010	Literature and Common Application Forms sent out to Leeds parents
31 October 2010	Closing date for the CPF to be returned to the primary school, Education Leeds or submitted online. It is also the closing date for Supplementary Information Forms to be returned to

	individual Voluntary Aided schools, either via the primary school or direct to the secondary school. Voluntary Aided schools and EL will forward any forms sent to them in error
1 November 2010	Primary schools will forward any remaining forms onto EL
12 November 2010	Where the parent has expressed a preference for a school in another Local Authority EL will send a list of names to those Local Authorities for them to apply their admission policies
22 November 2010	Where the parent has listed a Voluntary Aided, Foundation or Academy without testing arrangements, EL will send a list of names to those admission authorities for them to apply their admission policies.
26 November 2010	Where the parent has expressed a preference for the DYCA EL will notify them of a list of names, to allow their testing to be scheduled
13 December 2010	Voluntary Aided and Foundation schools, and Academies will send EL a ranked list indicating who will and who will not be offered a place.
20 December 2010	EL will match ranked lists of all schools and allocate places in accordance with the scheme.
24 January 2011	Final information shared with other LAs
14 January 2011	Final run by Education Leeds
14 January 2011	Parents of children with a statement of special educational need will be offered a school.
1 March 2011	Produce and send out offer letters
April 2011 to June 2011	Admission appeals
April 2011 to end of August	Manual adjustments to allocation and communicating those results to other authorities
31 December 2011	Closure of waiting lists

IN YEAR CO-ORDINATED ADMISSION SCHEME FOR SECONDARY AND PRIMARY SCHOOLS IN LEEDS 2011/2012.

Purpose

This scheme is made to comply with the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008.

This scheme requires inter-authority co-ordination by the local authorities for:

- a. North Yorkshire, Kirklees, Bradford and City of Wakefield

Leeds Admission Authorities

In Leeds the admission authorities for Leeds schools are:

- a. The Governing Body of the Catholic voluntary aided schools, the Church of England voluntary aided schools, the Jewish voluntary aided school, foundation schools and academies shown in appendix 1a:
- b. Education Leeds (EL) acts as the admission authority on behalf of Leeds City Council for all other Leeds primary, infant and junior and secondary schools.

Should any further schools adopt foundation status or become academies their Governing Bodies will take up responsibility as admission authorities.

The Leeds In–Year Common Preference Form

There will be a standard form known as the In–Year Common Preference Form (In–Year CPF) to be used within the Local Authority (LA) area. The In –Year CPF will be used for the purpose of admitting pupils into schools outside the normal year of entry. The In-Year CPF must be used as a means of expressing up to three preferences by parents:

- a. for admission to a school within the LA (including Voluntary Aided, Foundation schools or Academies);
- b. for admission to a school located in another LA’s area (including Voluntary Aided, Foundation schools or Academies.)

EL will consider the reasons for a transfer request and if it does not fall within the Fair Access Protocol will be processed within ten days from receipt.

The categories that fall outside of the Fair Access Protocol are:

- a recent move into the Leeds area
- a house move within Leeds and travel to the existing school is not possible (2 miles for primary and more than 3 miles for secondary)
- a child in public care has moved carers or has been adopted and travel to the existing school is not possible
- where a child has come out of private education

EL will notify the school of the date by which the child is to be admitted and on the school roll.

Transfer requests that fall under the Fair Access Protocol will be taken to the Fair Access Panel to consider each specific case.

EL will ensure that every case where a child is not on the roll of a school or other educational provision, will be resolved by the child being on the roll of an educational provider within a maximum of 30 days of the application being received.

EL will notify the school of the date by which the child is to be admitted and on the school roll.

The Leeds In-Year CPF will:

- a. Invite parents to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
- b. Invite parents to give their reasons for each preference.
- c. Explain to the parent that they will receive no more than one offer of a school place from Education Leeds and that:
 - i. a place will be offered at the highest ranking nominated school for which their child is eligible for a place; and
 - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - iii. if a place cannot be offered at a nominated school, and the address is not in Leeds, the home authority will be responsible for allocating an alternative school.

EL will make appropriate arrangements to ensure:

- a. that the In-Year CPF is available on the website and on request from the Admissions Team; and
- b. that the In-Year CPF is accompanied by a written explanation of the co-ordinated scheme in the parents guide to admissions booklet
- c. that parents have facility to make an online application for a school place.

EL will take all reasonable steps to publicise the availability of the In-Year CPF (and parents guide) to every parent resident in the LA who has a child transferring to a school outside the normal year of entry.

Education Leeds will forward details of the applications, but not the parents ranking, to other admission authorities within the Leeds area and to other LAs if a preference has been made for a school in another Local Authority area.

Governing Bodies, which are admission authorities for their school, must relay information back to EL showing the order in which they rank the applications for places.

Supplementary Information Forms

All preferences expressed on the In-Year CPF are valid applications. The governing body of Voluntary Aided schools can require parents who have nominated their school on the In-Year CPF, to provide additional information on a Supplementary Information Form. This form can only be used where additional information is required for the governing body to apply their over subscription criteria to the application.

Where a Voluntary Aided school requires a Supplementary Information Form it cannot consider an application unless the parent has expressed a preference on the In-Year CPF. When the school matches the two forms and finds one is missing they or Education Leeds will contact the parent and ask them to complete the relevant form.

Testing

There is no testing for In-Year transfers for schools within the Leeds Authority..

Determining offers in response to the CPF

EL will act as a clearing house for the allocation of places by the relevant admission authority in response to the In-Year CPFs. EL will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the In-Year CPF where:

- a. it is acting in its separate capacity as an admission authority, or
- b. an applicant is eligible for a place at more than one school, or

c. an applicant is not eligible for a place at any school that the parent has nominated and lives in Leeds.

EL will match the ranked list against the ranked lists of the other nominated schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- EL will use the over subscription criteria in the admission policy published on the website for deciding places in Community and Controlled schools.

Where the child of a Leeds resident is not eligible for a place at any of the denominational schools, the child will be allocated a place at the nearest appropriate school with a vacancy at the time of the allocation.

Where the child is not eligible for a place at a nominated school, and the parents are not resident in Leeds, the home LA will be responsible for their education.

EL will notify the Leeds Voluntary Aided, Foundation and Academy admission authority of the single offer to be made.

EL will notify the home LA if a place is to be offered or not. The home LA will then make offers on behalf of EL. EL will endeavour to work with other LAs so that only a single offer is made.

Waiting lists

Where the child has been refused a place at a nominated Voluntary Aided, Foundation school or Academy instructions as to how the parents can add their child's name to the school's waiting list are in the school's policy. Waiting lists for all schools will be maintained until the end of the academic year.

EXPLANATORY NOTE

We have introduced co-ordinated arrangements between all schools in Leeds and between other LAs. The aim of the arrangements is to ensure that only a single offer is made to a parent rather than several offers from different admission authorities.

For September 2011 Education Leeds will act as a clearing house for all schools in Leeds and every parent who requires a Leeds school, Community, Controlled, Foundation, Voluntary Aided or Academy must complete a Leeds In-Year Common Preference Form (CPF).

If a parent in a neighbouring LA wants their child to attend a Leeds Community, Voluntary Aided or Foundation school or Academy they must complete the home LA In-Year CPF. The home LA will forward the In-Year CPF onto Education Leeds who, in turn, will forward the applicant's details on to the Leeds Voluntary Aided or Foundation School or Academy (Education Leeds will deal with the application if it is for a Community School). The governing body determine to whom they will make an offer, to by applying their admission policy, and inform Education Leeds of the ranked order of offers. The process then works in reverse, the school informs Education Leeds who in turn inform the neighbouring (home) LA. It is the home LA who then writes the offer letter on behalf of the governors of the Leeds Voluntary Aided or Foundation School or Academy.

Parents will not be able to apply direct to any Community, Voluntary Aided or Foundation school or Academy.

It could be that the parent in another LA preferences 1. A school in their home LA. 2. A Voluntary Aided Leeds School. 3. A Leeds Community school. It could be that the parent receives an offer from all three admission authorities as they meet the criteria for all three schools. In these circumstances EL will offer the highest school listed on the In-Year CPF and make this known to the home authority. The home authority is responsible for writing the offer letter.

In order for the process to work there must be an agreed timetable between Education Leeds, Voluntary Aided and Foundation schools. Academies and other LAs.

In order to apply their admission policies Voluntary Aided schools may require information which is not available on the preference form, for example, baptism details. Schools can therefore use their own Supplementary Information Form to collect these details. Therefore a parent needs to complete an In-Year CPF which is returned to Education Leeds directly. and a Supplementary Information Form which is for the school to retain. The parent needs to complete a Supplementary Information Form for each Voluntary Aided school listed on the In-Year CPF.

Education Leeds is not required to send the schools details of the parents ranking of schools when it send out the applicant's details to each school.

Education Leeds will write to offer a single school place, to include the starting date and giving parents two weeks to accept the offer. If this offer is for a Voluntary Aided or Foundation school or an Academy then the letter will make the offer on behalf of the Governors of the school.

APPENDIX 1a

Voluntary Aided Catholic Primary Schools

Christ the King Catholic Primary School
Corpus Christi Catholic Primary School
Holy Name Catholic Primary School
Holy Rosary and St Anne's Catholic Primary School
Immaculate Heart of Mary Catholic Primary School
New Wortley Holy Family Catholic Primary School
Our Lady of Good Counsel Catholic Primary School
Rothwell St Mary's Catholic Primary School
Sacred Heart Catholic Primary School
Ss Peter and Paul Catholic Primary School
St Anthony's Catholic Primary School
St Augustine's Catholic Primary School
St Benedict's Catholic Primary School
St Edward's Catholic Primary School
St Francis Catholic Primary School, Morley
St Francis of Assisi Catholic Primary School, Beeston
St Joseph's Catholic Primary, Otley
St Joseph's Catholic Primary School, Hunslet
St Joseph's Catholic Primary School, Pudsey
St Joseph's Catholic Primary School, Wetherby
St Mary's Catholic Primary School, Horsforth
St Nicholas Catholic Primary School
St Patrick's Catholic Primary School
St Paul's Catholic Primary School
St Philip's Catholic Primary School Middleton
St Theresa's Catholic Primary School
St Urban's Catholic Primary School

Voluntary Aided Church of England Schools

Adel St John the Baptist Primary
Beeston Hill St Luke's Primary
Collingham Lady Elizabeth Hastings Primary
Cookridge Holy Trinity Primary
Hawksworth Primary
Hunslet St Mary's Primary
Kirkstall St Stephen's Primary
Lady Elizabeth Hastings, Thorp Arch Primary
Ledston Lady Elizabeth Hastings Primary
Whinmoor St Paul's Primary

Voluntary Aided Jewish School

Brodetsky Primary

Foundation schools

East Garforth Primary
Garforth Green Lane Primary
Ninelands Primary
Strawberry Fields Primary

Secondary Schools where the Governing Body for the following voluntary aided (VA) and Foundation (F) schools and Academies (A) is the admission authority:

Abbey Grange CE High School	(VA)
Cardinal Heenan Catholic High School	(VA)
Corpus Christi Catholic College	(VA)
David Young Community Academy	(A)
Garforth Community College	(F)
Leeds West Academy	(A)
Mount St Mary Catholic High School	(VA)
South Leeds Academy	(A)
St Mary's Catholic Comprehensive School	(VA)

Originator: Viv Buckland
Tel: 3950907

REPORT TO LEEDS ADMISSION FORUM

DATE:

SUBJECT: REVIEW OF THE PUBLISHED ADVICE TO PARENTS AND CHOICE ADVICE

1. **Background**

1.1 Admissions Forum are required to consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum, both through the published composite prospectus and the delivery of Choice Advice.

2. **Guide for parents**

2.1 The secondary prospectus runs to approximately 80 pages of information. This includes maps of all secondary schools to help parents consider their likelihood of gaining a place at any given secondary school. The secondary booklet also contains all of the admission policies for the Aided and Foundation schools and Academies. As schools continue to change their status it may become increasingly difficult for the booklet to contain all policies.

2.2 The primary prospectus runs to approximately 50 pages of information. This has reduced in size because we have taken out the maps of all oversubscribed primary schools due to the number of oversubscribed schools increasing this year. We have now shown information about offers that were made for community and voluntary controlled schools under each oversubscribed primary school. The primary booklet would be more than twice its current size if all admission policies were included in the booklet. All admission policies are published on the Education Leeds website for parents, and hard copies of any policy are provided for any parent who requests one. The maps have also been made available on the website.

2.3 We also publish a ten page summary booklet for parents giving all key information. This summary is sent out to all parents with their preference form. The summary highlights the fact that there is a much larger booklet available free from any school, open evening or directly from the admissions team, and also available on the website. Feedback suggests this smaller summary document is all the majority of parents need, or want, in order to make their preferences.

2.4 Admissions officers attend the majority of secondary school open evenings to provide on site advice for parents. This year we will be promoting on-line applications with our pop up stand at all these secondary open evenings and in the Merrion and St John's shopping centres. Admissions officers are also meeting staff at Children's Centres to help them understand the process. A range of primary schools host an information event for parents and admissions officers are invited to provide information and advice.

2.5 Where parents have difficulty with English, rather than provide translated documents,

interpreters and use of language line to communicate and answer queries is provided.

2.6 We have included copies of all supplementary information forms from Aided schools on our website to assist parents.

2.7 Details of sustainable travel and transport facilities available in schools, using sustainable travel symbols, have been included in the booklets. In the primary booklet these sit alongside the guide to before and after school care.

2.8 The online service provides the greatest range of information, including links to school websites as well as external websites that may be of interest to parents, such as OfSTED and Advisory Centre for Education.

3. **Recommendation**

3.1 The Forum is asked to note the efforts being made to improve the quality and scope of information provided to parents on Admissions. Any feedback or comments would be particularly welcome.

Originator: Viv Buckland
Tel: 0113 247 4956
Ref AFSept 2010workprogramme

REPORT TO LEEDS ADMISSION FORUM

Date 1st October 2009
Venue: Civic Hall
Time: 4.00pm

ADMISSION FORUM WORK PROGRAMME FOR 2009/10

MEETING DATE November 2009

1. Details of which school admission numbers would be changing (2011 admission round)

MEETING DATE February 2010

1. Update on the 2009/10 admission round including hotspots.
2. Report from the Challenging Children Sub Committee on fair access.

MEETING DATE June 2010

1. Results of the annual consultation exercise and recommendations to Executive Board.
2. Statistics to include – number of appeals made, ethnic and social mix, whether primary schools are meeting class size legislation.
3. All admission policies should be clear, objective and procedurally fair. This can be taken to the VA Policy Sub-Committee in the first instance.
4. Report from the Challenging Children Sub-Committee on fair access.

MEETING DATE November 2010

1. Update on the 2010/11 admission round.
2. Consultation items proposed by Education Leeds.
3. Review the published advice to parents and choice advice.
4. Demographic information and future projections.

5. Report from the Challenging Children Sub Committee on fair access protocols.