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**LEEDS ADMISSIONS FORUM**

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Meeting to be held in Civic Hall, Leeds on  
Thursday, 26th November, 2009 at 4.00 pm

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**MEMBERSHIP**

**COUNCILLORS**

Councillor Peter Gruen  
Councillor Richard Harker

**PARENT/GOVERNORS**

Mrs L Bryan - High School  
Mrs S knights- Primary School

**LOCAL COMMUNITY REPRESENTATIVES**

Ms P Hill - NHS Leeds Primary Care  
Vacancy - Black Governors Information Network  
Mrs S Taylor - Prospect-  
Vacancy -

**DIOCESAN AUTHORITIES**

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

**SCHOOLS**

Mr J Daulby - Community School  
Vacancy - Community School  
Mrs H Lewis - Jewish (Aided)  
School  
Mr Wood - Aided School  
Vacancy - Controlled School  
Mr I Garforth - 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 T Waring – Joseph Priestley College

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9	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting of the Forum will take place on Tuesday 2<sup>nd</sup> February 2010 at 4.00pm in the Civic Hall, Leeds</p>	

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## Leeds Admissions Forum

Thursday, 1st October, 2009

**PRESENT:** Councillor Gruen in the Chair

Councillor R Harker  
Mrs S Knights – Parent  
Ms P Hill – NHS Leeds Primary Health Care  
Ms S Taylor – Prospect  
Mrs A Nichol – York, Bradford, Ripon & Leeds CE Diocese (Substitute for Mrs Beevers)  
Mr J Daulby – High School  
Mrs H Lewis – Jewish Aided  
Mr I Garforth – Foundation School  
Mr P Forbes – Academy  
Mr J Fryett – Fair Access Project Director  
Ms A Williamson – Choice Advice Service

### In Attendance

Mrs L Armstrong – Colton Delegation  
Mrs H Johnson – Colton Delegation  
Mr R Whale – Colton Delegation  
Mrs J Cotton - Colton Delegation

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

## **2 CHAIR'S OPENING REMARKS**

In opening the meeting the Chair welcomed everyone in attendance and extended a special welcome to Governors, Parents and the Head teacher of Colton Primary School who were in attendance to raise concerns about the migration of children from the Colton area to Garforth Primary schools.

The Chair also introduced and welcomed Shelia Taylor (Prospect) Ian Garforth (Foundation Schools) and Anne Nichol (Diocesan Authorities) who were attending for the first time

The Chair announced that Forum Member Norris Pyke had recently passed away. In paying tribute the Chair said that Norris had been a Member of the Governors Forum and the Vice Chair of Hillcrest Primary School, his contributions to the work of the Forum would be sadly missed.

As a mark of respect the Forum stood in silent tribute

### **3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from: Mrs L Bryan, Mrs F Beevers and Mr M Woods

### **4 MEMBERSHIP - LEEDS ADMISSION FORUM**

The Chair reported that a number of vacancies were still outstanding in the following categories:

Local Community Representatives (2 vacancies)

Schools (3 vacancies)

Mr Garforth volunteered to serve as the Foundation representative

Mrs Nichol and Mrs S Brooke indicated their interest to serve as the Primary School representative

Officers pointed out that both Mrs Nichol and Mrs Brooke represented schools on the eastern side of the City, an area which was adequately covered, ideally a representative from the Western or Southern areas of the City was more preferable.

The Chair thanked Mrs Nichol and Brooke for their expressions of interest but said it was important that all areas of the city be represented.

In respect of the vacancies for the local Community Representatives, it was reported that these were being actively pursued

### **RESOLVED –**

- (i) That Mr Ian Garforth be appointed as the Foundation School Representative for a 4 year period
- (ii) Further efforts be made to obtain school representatives from areas of the city currently not represented, ideally South or West
- (iii) To continue to pursue all outstanding vacancies

### **5 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED –** That the Minutes of the meetings held on 12<sup>th</sup> May 2009 and the Extraordinary Meeting held on 6<sup>th</sup> July 2009 be accepted as a true and correct record

### **6 MATTERS ARISING FROM THE MINUTES**

#### Challenging and Vulnerable Children's Sub Committee (Minute 54 refers)

The Chair reported that following the last meeting of the Leeds Admission Forum a small Working Group had been established to discuss the recording of decisions at

Fair Access meetings. The Working Group had met and it was understood that ongoing consultation with schools was now taking place.

Mr Daulby said that in the past there had been some uncertainty about the decision made due to the complexity of some of the issues. Lessons had been learnt and progress was being made.

Mr Forbes said that he was unaware that such a meeting had taken place

Chair confirmed that the Group had met and he assumed that Mr Forbes had been invited.

Mr Daulby said that he was still not satisfied that all requested information was been supplied, a further resource was still required to provide data from the east wedge and until such time an appointment was made, gaps in the supply of information would continue.

In a related matter Mr Forbes referred to a meeting he had with the Director of Children's Services at which he had provided a list of children's names and requested information on their school status. To date no response had been received and could this be followed up.

The Chair asked officers to make the Director of Children's Services aware of Mr Forbes comments to ensure a response would be supplied.

In terms of recording of decisions at Fair Access meetings the Chair said that he took comfort in that "operationally things were moving on"

## **7 MIGRATION OF CHILDREN FROM THE COLTON AREA TO PRIMARY SCHOOLS WITHIN THE GARFORTH TRUST**

(Prior to the commencement of this item Mr Garforth declared a personal interest as a Member of the Garforth School Partnership Trust)

In offering comment, Mrs Buckland, Head of Service, Admissions and Transport said the issue before Members was not connected to the School Partnership Trust but the Foundation status of the Garforth Community College, as it was an admissions issue.

The Chair invited the Colton Delegation to address the Forum.

Mrs L Armstrong, Vice Chair of Governors, Colton Primary School said that following the introduction of the Garforth School Partnership Trust the admissions policy of the college was amended. Priority 3 of the policy gives priority to children who attend Primary Schools in the Garforth area. As a consequence some parents in the Colton area were moving their children to Garforth Primary schools in an attempt to obtain a place at the College. In the past 18 months Colton Primary schools have lost 36 children and seen a reduction in school budgets of £250,000. Many Colton parents were worried that although Garforth Community College was their nearest school,

they may not obtain a place because more places would be occupied by those children who attend Garforth Primary schools.

In responding Mrs Buckland said that the Admission Code seeks to promote choice and diversity. Garforth Community College in offering an alternative policy, which includes choice and diversity is compliant with the admissions code and therefore entirely legal.

The Chair asked if some schools were suffering because of the policy adopted by the College, funding for example?

In providing a response Mrs Buckland said that in the short term some funding may be lost, but overtime the demographics may change and draw in pupils from other areas. The Trust would evolve and as a consequence may change it's admission policy, annually if it so wished.

In passing comment Mr Garforth said that in forming the School Partnership Trust the intention was to provide better outcomes for pupils. Previously there were 32 Primary Schools feeding into the College which makes transition work difficult. Mr Garforth expressed his sympathy to the Colton Parents, the College had an admission number of 300 and it was not intended to increase. Mr Garforth apologised for any difficulties that had arisen but the policy had been consulted upon and was compliant with the admissions code.

In drawing the debate to a conclusion the Chair suggested that the situation be monitored and a report be brought in 6 months time

#### **RESOLVED –**

- (i) To thank the Colton delegation for their attendance and drawing this issue to the attention of the Forum
- (ii) That officers from Education Leeds be requested to monitor the situation and provide a report back to the Forum in 6 months time

#### **8 TERMS OF REFERENCE AND PROCEDURE FRO THE LEEDS ADMISSION FORUM**

The Secretary to the Forum submitted a report drawing Members attention to the final Terms of Reference and Procedure for the Leeds Admission Forum.

In highlighting the changes the Secretary to the Forum said that paragraphs 3 (Membership of the Forum) and 5 (Alternate Members) were the main areas of change

**RESOLVED –** To note the Forum's revised Terms of Reference and Procedure



## **9 AMENDED TERMS OF REFERENCE FOR THE CHALLENGING AND VULNERABLE CHILDREN SUB COMMITTEE**

The Secretary to the Forum submitted a report seeking Members views on the amendments to the Terms of Reference for the Challenging and Vulnerable Children's Sub Committee in response to Statutory changes to the Leeds Admission Forum Terms of Reference and Procedure

In addressing the report the Secretary to the Forum said that the amendments were consequential and followed recent changes to the Admissions Forum Terms of Reference

In passing comment the Chair said that section 2 of the report provided a checklist for the work of the Challenging and Vulnerable Children's Sub Committee

**RESOLVED** – To approve the required amendments to the Sub Committee's Terms of Reference

## **10 REPORT FROM THE CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE ON FAIR ACCESS PROTOCOLS**

The Chief Executive Education Leeds submitted a report setting out proposals for a review of the In Year Fair Access protocols

The Chair reported that there had been an issue around the circulation of information to Members of the Challenging and Children's Sub Committee.

Mrs Buckland apologised for the late circulation of the report to Members of the Sub Committee.

In commenting on the report Mrs Knights said that the east wedge was still operating without a Project Director but a recruitment process was ongoing.

Mrs Buckland said that following a review of processes there was significantly better data available now, with a secure reporting mechanism in place.

Mr Daulby referred to a School Admission Appeal Hearing that he had recently attended for a pupil to be admitted to John Smeaton High School. The pupil demonstrated challenging behaviour and as a consequence had been transferred to a number of different schools, home tuition had also been tried. All attempts had been made to avoid permanent exclusion. In bringing the case before the Independent Appeals Panel, Panel Members were concerned to learn about high volume of transfers that take place.

Mr Daulby suggested that a Briefing Paper on In year Fair Access Protocols transfers may be of use to the Independent Appeal Panel Members

It was reported that John Fryett had delivered a similar Briefing Session to School Appeal Panel Members in February 2009 which had been well received

## **RESOLVED –**

- (i) That Officers continue the consultation on changes to the current Fair Access Protocols
- (ii) That the statistics contained within the submitted report be forwarded to the next Fair Access Panels for schools to review and provide comment to the next Sub-Committee
- (iii) That Officers continue to work with the Fair Access Panels who do not have a Project Director to find solutions to issues raised.
- (iv) That Officers continue to work with schools to realign resources in order to facilitate multi agency assessment of needs and individualised learning programmes.
- (v) That Officers 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.

## **11 REPORT ON THE SEPTEMBER 2009 ADMISSION ROUND**

The Chief Executive Education Leeds submitted a report which provided an update on the September 2009 Admission Round.

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

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.

The on-line service had once again proved popular with parents, with 26% of on time applications using this method to apply for a school place.

### **Admission Round**

#### **Percentage of first preferences achieved**

	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>
<b>Secondary</b>	83.7	86.7	86.6	86.9

Draft minutes to be approved at the meeting  
to be held on 26<sup>th</sup> November 2009

<b>Primary</b>	83.2	88.6	94.5	93.3
<b>Junior</b>	96.9	95.3	94.6	97.4
<b>Total</b>	83.7	87.8	90.5	90.1

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 the agreed policy a further measure is the percentage of parents who received one of their three preferences.

### Percentage of parents who achieved one of their three preferences

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

### School Appeals

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.

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.

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

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%.

The number of primary appeals had fallen slightly from last year although the number of successful appeals had 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.

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 had fallen by almost 50, reducing the percentage of successful appeals by parents from 78.2% to 48.9%.

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.

In conclusion Mrs Buckland said there had been a general increase in the number of applications for admission that had been received in the last year. The birth rate was 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 had fallen this year suggesting that whilst the percentage of parents being offered their first preference school had fallen, parents are relatively content with the school they have been offered.

The number of in year appeals had significantly increased although there had 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.

There continues to be 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.

**RESOLVED** – That the contents of the report be noted

## **12 DEMOGRAPHIC REPORT AND FUTURE PROJECTIONS OF PUPIL NUMBERS**

The Chief Executive Education Leeds submitted a report which provided 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

In providing background information Mr G Turnbull, Head of Service, School Organisation, Education Leeds reported that over recent years there has been an increase in the birth rate, both nationally and locally. This had been reflected in an increase in the number of pupils entering Reception, which had risen by about 800 in two years. Whilst some surplus places still exist in primary and it was possible to

continue to offer places to all children, the population increase was affecting the number of parents who were offered one of their preferences.

The increase in numbers had been more pronounced in areas inside the boundary of the ring road, but population growth was becoming a widespread phenomenon in Leeds as a whole. Rather than a small number of 'hotspots', most parts of the city were affected to a greater or lesser degree. It should be viewed as a city-wide issue

The secondary sector had seen a slight fall in Year 7 numbers since 2004. Projections for 2009/10 had forecast a fall, but the admissions process was 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.

Mr Turnbull said that reports had 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 would follow. There will be a need to increase primary places for 2011 and again for 2012.

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

In passing comment Mrs Knights said that in the past some Primary Schools had been closed, now a few years later Primary places are required, Education Leeds need to take a longer term view.

In responding Mr Turnbull said that schools had been closed in the past because of the significant number of surplus places also the schools which did close were in a poor condition. Any new schools which had been built were a result of population change, schools need to be provided where the communities are.

Mr Forbes referred to a large school building programme currently being piloted in Birmingham "Total Place Initiative". Mr Forbes suggested it may be worthwhile contacting the City's involved to find out further information.

Mr Turnbull said that more creative use of schools is required, Education Leeds need to work with schools to identify local issues

**RESOLVED** – 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 2 or 3 years.

### **13 PROPOSED CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2011 ROUND**

The Chief Executive Education Leeds submitted a report which set out the proposed consultation admission arrangements for the September 2011 Round

By way of background Mrs Buckland reported that Education Leeds were 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 was prescribed for all admission authorities, including academies, foundation and voluntary-aided schools.

The consultation covers the coordinated scheme, relevant areas as well as the admission policy for community and voluntary controlled schools. All other admission authorities would consult on their admission policies. Education Leeds would publish a public notice advising parents of the consultation and where they can find information, and how they can make their views known.

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.

Leeds had been experiencing a rapidly increasing birth rate and there is a need to expand a number of primary schools. The School Organisation Team would ensure that all statutory processes were 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

#### **RESOLVED –**

- (i) To note the coordinated arrangements for both In year and Annual cycle admissions
- (ii) That a further meeting of the Leeds Admission Forum be scheduled for November 2009 when details of any variation to school admission numbers would be available

### **14 REVIEW OF THE PUBLISHED ADVICE TO PARENTS AND CHOICE ADVICE**

The Chief Executive Education Leeds submitted a report providing details of the efforts being made to improve the quality of information supplied to parents on Admissions.

Mrs Buckland reported that a number of key changes had been made including:

- In Year Fair Access Protocols
- Sustainable Travel

Site maps had been removed from the primary booklet but they were still available on the Education Leeds website. Site maps for Secondary School continued to be published within the Secondary School booklet

Forum Members received copies of the Booklets “Starting Primary School in Leeds” and “Starting Secondary School in Leeds” for information and comment.

Overall Members were very complementary with the submitted documentation commenting that they were comprehensive, easy to understand and up to date.

**RESOLVED** – To note the efforts being made to improve the quality of information supplied to parents on Admissions

## **15 ADMISSION FORUM WORK PROGRAMME FOR 2009/10**

Members received and considered the Forum’s Work Programme for the 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

## **16 ANY OTHER BUSINESS**

Challenging and Vulnerable Children’s Sub Committee – Referring to the Membership of the Challenging and Vulnerable Children’s Sub Committee, the Chair reported that following the resignation of Mr Ian Faulkingham a vacancy had arisen.

The Chair sought expressions of interest to fill the vacancy

Ms Taylor, the representative from Prospect expressed an interest to serve on the Sub Committee

**RESOLVED** – That Ms S Taylor be appointed to the Challenging and Vulnerable Children’s Sub Committee

## **17 DATE AND TIME OF NEXT MEETING**

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

- (i) Thursday 26<sup>th</sup> November 2009
- (ii) Tuesday 2<sup>nd</sup> February 2010

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

Draft minutes to be approved at the meeting  
to be held on 26<sup>th</sup> November 2009





Originator: George Turnbull  
Tel: 2243239

## REPORT TO LEEDS ADMISSION FORUM

**DATE: 26 November 2009**

**SUBJECT: Proposed admission number changes as part of the proposed admission arrangements for the September 2011 round**

### 1 Background

2. At their last meeting the Admissions Forum received a paper detailing the proposed admission arrangements for the 2011 Admissions Round. That report indicated that proposed admission number changes for 2011 which form part of the admissions arrangements for 2011, would be available in November. These are identified below.

3.

School	Current Admission Limit	Proposed Admission Limit
<b>Primary</b>		
Farsley Farfield Primary School	50	60
Valley View Primary	30	60
Windmill Primary	45	60
Clapgate Primary	45	60
Blackgates Primary	45	60
St Bartholomew's CE Primary	60	75
Ryecroft Primary	30	60
Calverley CE Primary	45	60
Allerton CE Primary	45	60
West End Primary	30	60 (45)
Cross Gates Primary	30	60
Gildersome Primary	30	60

4. A report will be considered by the Executive Board in December seeking permission to consult on the permanent expansion of some of these schools. Assuming permission is granted then consultation will take place during January and February 2010, at the same time as the consultation on admission arrangements (and numbers).

5. The Forum will also be aware that Education Leeds is also consulting on the permanent expansion of 17 primary schools for 2010. We would welcome the views of the Forum so that in reporting the outcome the Executive Board have full information on which to make a decision.

6. We have written to three High Schools in Pudsey (Crawshaw, Grangefield and Priesthorpe) to enquire with the school whether they wish to seek an increase in their admission limits. We have not identified a demographic need for the increase but are consulting the schools to seek their view.

## **Recommendation**

7. The Admission Forum are asked to note the proposed changes in admission numbers as part of the Admission Arrangements, and to note that permission is being sought to physically expand a number of the primary schools identified.

Originator: Viv Buckland  
Tel: 3950907



## REPORT TO LEEDS ADMISSION FORUM

**DATE: 26<sup>th</sup> November 2009**

**SUBJECT: LEEDS CO-ORDINATED ADMISSION SCHEME FOR IN YEAR ADMISSIONS 2011/2012**

### 1 **Purpose**

- 1.1 This scheme is made to comply with the School Admissions (Co-ordination of Admission Arrangements)(England) Regulations 2008.
- 1.2 These Regulations require that the proposed co-ordinated scheme for in year admissions is referred to the Admissions Forum and that the Local Authority must have regard to any advice or recommendations of the Forum  
After consultation with the Admission Forum the Authority must consult with the other admission authorities in its area and any other relevant local education authority

### 2 **Recommendation**

- 2.1 That Admission Forum provide feedback on their views on the co-ordinated scheme.

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## **LEEDS CO-ORDINATED ADMISSION SCHEME FOR IN YEAR ADMISSIONS 2011/2012.**

### **1. Purpose**

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

This scheme requires inter-authority co-ordination between Leeds and other local authorities

### **2. Leeds Admission Authorities**

In Leeds the admission authorities for 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 1:
  
- b. Education Leeds (EL) act as the admission authority on behalf of Leeds City Council for all other Leeds community and voluntary controlled schools.

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

### **3. In-year applications**

In year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.

### **4. The Leeds In-year Common Preference Form**

Parents will be asked to complete a transfer 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 school outside of the normal admission round. The In-year CPF must be used as a means of expressing up to three preferences by parents resident in the Leeds Local 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.)

EL will not disclose a parent's order of preference. The form should be returned electronically or posted directly to the Admissions Team.

The head teacher of the child's current school will be asked to complete a Fair Access Protocol checklist to accompany the In-year CPF. Where none of the Fair Access categories apply the transfer will be processed in line with the timetable provided in section 9. Where the Fair Access Protocol applies the transfer will be processed in line with the timetable specified in the Fair Access Protocol (appendix 2).

The 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 where a child does not have a current school place.
  - 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.

Education Leeds will forward 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, according to the timetable specified in this scheme.

## **5. Supplementary Information Forms**

All preferences expressed on the In-year CPF are valid applications. The governing body of Voluntary Aided or Foundation 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.

## **6. Determining offers in response to the In-year CPF**

The following applies equally to preferences made on the Leeds In-year CPF and preferences received for Leeds schools from other LAs for their residents. Any application which falls to the Fair Access Protocol will be considered in accordance with the Protocol.

For a community or voluntary controlled school (section 2b), EL will determine whether or not the school has vacancies in the year group required and, by reference to the published Leeds admissions criteria, the order of priority in which each of a parent's preferences is ranked in relation to other applications for that school. The published admission policy is available at [www.educationleeds.co.uk](http://www.educationleeds.co.uk) or in the 'Starting School in Leeds' guide available from the EL offices.

For a school or academy in section 2(a), EL will send details of any application (together with any supporting information provided by the parent) to the governing body of that school within five school days of its receipt at the LA's offices. EL will supply another LA with details of any application made by a Leeds parent for a school maintained by that other LA within five school days of receipt of the application at the EL offices.

EL expects other LAs to advise it in writing of the eligibility of any child resident in Leeds for a place at a community or voluntary controlled school maintained by that other LA within 5 school days of details of the application being received at that other LA's offices, and within 15 school days of details of any application for a foundation or voluntary aided school, or academy, being received at that other LA's offices.

The governing body will inform EL within five school days of receipt of details of the application at the school whether or not a place is available in the year group. If there are more applications than places available, the governing body will determine the order of priority in which the applications are ranked, in accordance with their published admissions criteria, and provide EL with a list which ranks all the applications for that year group. Copies of all published admission criteria for schools and academies in Leeds are available from our website [www.educationleeds.co.uk](http://www.educationleeds.co.uk) or from EL offices.

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 preferred schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.

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 described in section 9. 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.

## **7. Leeds Schools where the governing body is the admission authority**

This scheme requires the governing body to:

Notify EL of any application that is made to the school direct (regardless of where the parent lives).

Be responsible for the provision, completion by applicants and retention of any supplementary information form which the governing body finds necessary to apply its own admission criteria. EL will ensure that SIFs are available on its website and at the Admissions Office.

Communicate the availability of place to EL when requested.

Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked. Notify EL of their decision according to the timetable in section 9.

Ensure that the offer or refusal of a place is only communicated to the parent (or the parents' home LA) by EL, albeit on behalf of the governing body.

## **8. Communicating offers of places to Leeds parents and appeals**

EL will send out to a Leeds parent within 20 school days of their application being received at its offices any EL decision to offer or refuse a place at any school in Leeds or the other authorities for which the parent has applied. Offers or refusals of places will only be made by EL, albeit on



behalf of the governing body of a voluntary aided or foundation school, or academy, or other LA as appropriate. Parents will receive a single offer of a school place.

The offer letter will specify a start date as agreed with the allocated school. This will normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into the Leeds and is without a school place, or has moved a significant distance within Leeds, the offer letter will specify a start date no later than 10 school days from the date of the offer letter.

If the child does not qualify for any of the parent's preferred schools and the parent is requesting a change of school because of a house move, a place will be offered at the nearest appropriate Leeds school with an available place.

The offer letter will also give reasons why the child is not being offered a place at a parent's higher preference school (where appropriate) and include information about the statutory right of appeal.

## **9. Processing applications**

Applications made outside of the normal admissions round, that is, any application for the relevant year made after the first school day in September, or to any other age group at any time, will be processed under this scheme.

The processing of applications for in year admission will take place as follows:

Any in-year applications received will be batched weekly for offers to be made. Applications will be acknowledged within five days. Offers will be made once a week for those applications received during the previous week for community and voluntary controlled schools. Applications which are identified as falling to the Fair Access Protocol will be processed in accordance with the timetable in appendix 2.

EL will forwards details of any application for a foundation or voluntary aided school, or academy, for which the governing body is the admission authority to that school within five working days of receipt of the application at the EL offices.

Within five working days of receipt of the details of the application at the school, the school will inform EL whether or not a place is available. Places at foundation or voluntary aided schools will be offered by EL of behalf of the governing body.

Within 20 working days of receipt of the application at its offices EL will send a written offer of a school place to the parent.

## **10. Waiting lists**

EL will not be holding waiting lists for any community or voluntary aided schools. Where the child has been refused a place at a foundation or voluntary aided school, or academy, they may be added to any waiting list held by that school in accordance with their published admission policy. Where a vacancy arises the governing body will advise EL of the offer they are able to make and EL will communicate that offer to the parent.

## **APPENDIX 1**

### **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)

**Leeds Local Authority Fair Access Protocol**  
**February 2009**

**Background**

The DCSF has published a revised School Admission Code which comes into force on 10 February 2009. The revised Code requires us to build on the strengths of the previous Fair Access Protocol, and to establish a new Fair Access Protocol with clear information on how decisions are made, the timeframes parents can expect, and must 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 will 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 will meet as and when required and the membership will consist 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 Minors (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.**

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Originator: Viv Buckland  
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Ref AFSept 2010workprogramme

## REPORT TO LEEDS ADMISSION FORUM

Date: 26<sup>th</sup> November 2009  
Venue: Civic Hall  
Time: 4.00pm

### **ADMISSION FORUM WORK PROGRAMME FOR 2010**

#### **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.
5. Migration of Children from the Colton Area to primary schools within the Garforth Trust – Monitoring Report

#### **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.

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