



---

**LEEDS ADMISSIONS FORUM**

---

Meeting to be held in on  
Tuesday, 22nd June, 2010 at 4.00 pm

---

**MEMBERSHIP**

**COUNCILLORS**

Councillor Peter Gruen

**PARENT/GOVERNORS**

Mrs L Bryan - High School  
Mrs S Knights – Primary School

**LOCAL COMMUNITY REPRESENTATIVES**

Ms P Hill - Leeds Primary Care Trust  
Mr R Hamilton - Black Governors Information Network  
Vacancy -  
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 Woods - 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 Williams – Choice Advice Service

**COLLEGE MEMBERS**

Mr A Waring – Joseph Priestley College

# A G E N D A

Item No		Page No
1	<p><b>ELECTION OF CHAIR AND VICE CHAIR</b></p> <p>To consider a report by the Secretary to the Forum setting out the process for electing the Chair and Vice Chair of the Leeds Admission Forum and to seek nominations for those positions</p> <p>(Any Members submitting nominations should contact the clerk to the Forum in advance of the meeting)</p>	1 - 2
2	<p><b>CHAIR'S OPENING REMARKS</b></p> <p>To receive any opening remarks from the Chair</p>	
3	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence (If any)</p>	
4	<p><b>UPDATE ON MEMBERSHIP - LEEDS ADMISSION FORUM</b></p> <p>To receive an update on the Membership of the Leeds Admission Forum; Appointments, Resignations and outstanding vacancies</p>	
5	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To consider the minutes of the previous meeting held on 6<sup>th</sup> April 2010.</p> <p>(Copy attached)</p>	3 - 8
6	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>To consider any matters arising from the minutes</p>	

Item No		Page No
7	<p><b>CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE</b></p> <p>To consider the minutes of the Challenging and Vulnerable Children's Sub Committee held on 25<sup>th</sup> May 2010</p> <p>(Copy attached)</p>	9 - 14
8	<p><b>REPORT FROM THE CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE ON FAIR ACCESS</b></p> <p>To consider a report by the Chief Executive Education Leeds which provides an update on the operation of the In Year Fair Access Panels</p> <p>(Report attached)</p>	15 - 16
9	<p><b>ADMISSION POLICIES IN LEEDS</b></p> <p>To consider a report by the Chief Executive Education Leeds setting out details of the Consultation arrangements in respect of the Voluntary Aided and Foundation Schools and Academies on their admission policies determined on 15<sup>th</sup> April 2010</p> <p>(Report attached)</p>	17 - 18
10	<p><b>THE SCHOOL ADMISSIONS POLICY AND THE TRANSFER OF LEARNERS FROM YEAR 11 INTO SCHOOL SIXTH FORM</b></p> <p>To consider a report by the Chief Executive Education Leeds setting out details of the arrangements for the transfer of learners from year 11 into school sixth forms</p> <p>(Report attached)</p>	19 - 22
11	<p><b>MIGRATION OF CHILDREN FROM THE COLTON AREA TO PRIMARY SCHOOLS WITHIN THE GARFORTH TRUST</b></p> <p>To receive an update from the Chief Executive Education Leeds on the migration of children from the Colton area to Primary Schools within the Garforth Trust</p>	

Item No		Page No
12	<p><b>CUSTOMER SERVICES SATISFACTION WITH THE ADMISSION SERVICE</b></p> <p>To consider a report by the Chief Executive Education Leeds which provides feedback received from parents to the Admissions guidance and information provided</p> <p>(Report attached)</p>	23 - 26
13	<p><b>REPORT TO THE OFFICE OF THE SCHOOLS ADJUDICATOR</b></p> <p>To consider a report by the Chief Executive Education Leeds which provides the content of the report to the Office of the Schools Adjudicator</p> <p>(Report attached)</p>	27 - 58
14	<p><b>ADMISSION FORUM WORK PROGRAMME 2010/11</b></p> <p>To receive the Forum's Work Programme for the period 2010/11 and consider if further adjustments are required to the programme</p> <p>(Report attached)</p>	59 - 60
15	<p><b>ANY OTHER BUSINESS</b></p> <p>To consider other business (If any)</p>	
16	<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 16<sup>th</sup> November 2010</p> <p>Meetings to be held in the Civic Hall, Leeds commencing at 4.00pm</p>	



Agenda Item:

Originator: Dagmar Leonard  
Secretary to the Forum

Tel: 247 4427

## Report to the Leeds Admission Forum

Date: 22 June 2010

### Subject: ELECTION OF CHAIR AND VICE CHAIR OF ADMISSION FORUM

<p><b>Electoral Wards Affected:</b></p>    	<p><b>Specific Implications For:</b></p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p>
---	--

#### 1.0 Purpose of this Report

- 1.1 To explain the process for electing the Chair and Vice Chair to the Leeds Admission Forum which is now due

#### 2.0 Guidance

- 2.1 The Election of Chair and Vice Chair of the Forum is dealt with in the School Admissions (Local Authority Reports and Admission Forums (England) Regulations 2008. The position of Chair and Vice Chair is due for election each year. Both the Chair and Vice Chair are eligible for re election on ceasing to hold office.
- 2.2 The Chair and Vice Chair are elected by a majority vote of members present.
- 2.3 The responsibilities of the Chair include chairing meetings, overseeing the preparation of the record of the meeting and items for consideration by the Forum
- 2.4 A person ceases to hold office as the Chair or Vice Chair :-
- (i) on ceasing to be a member of the Forum, or
  - (ii) if they resign office by written notice given to the Secretary

#### 3. Process

- 3.1 Nominations for Chair and Vice Chair should be given to the Clerk to the Forum,

John Grieve, in advance of the meeting to be held on 22 June 2010.

- 3.2 A member who has nominated someone for either post will be invited to speak to that nomination. A seconder will be requested. The person nominated will have an opportunity to speak in relation to the nomination. A vote will then take place

#### **4. Recommendation**

- 4.1 Members of the Forum are asked to note the contents of this report

## Leeds Admissions Forum

Tuesday, 6th April, 2010

**PRESENT:** Councillor Gruen in the Chair

Councillor R Harker  
Mrs S Knights – Primary School Parent  
Mr I Garforth – Foundation Schools  
Mr P Forbes – David Young Community Academy  
Mr R Hamilton – Black Governors Information Network  
Mrs F Beevers – York, Bradford, Ripon and Leeds CE Diocese

### **39 CHAIR'S OPENING REMARKS**

The Chair welcomed everyone in attendance to this additional meeting of the Leeds Admission Forum

### **40 APOLOGIES FOR ABSENCE**

Apologies for absence were received from: Mrs L Bryan, Ms P Hill, Mrs S Duxbury, Mrs B Sice, Mr J Daulby, Mr M Woods, Mr J Fryett, Ms A Williamson, Mrs H Lewis and Mr T Waring

### **41 UPDATE ON THE MEMBERSHIP - LEEDS ADMISSION FORUM**

The Chair sought an update on the Membership of the Forum; appointments, resignations and outstanding vacancies.

In responding the Secretary to the Forum reported that two nominations had been received for the Community School (Primary) position and one for the Controlled School position. Appointment was subject to approval by the Director of Children's Services who had delegated authority to approve appointments to the Forum.

There still remained a vacancy within the Local Community Representative Group and it was reported that this was been actively pursued.

It was reported that the Prospect Representative; Mrs Shelia Duxbury had resigned as a Member of the Forum, Mrs Duxbury had suggested Mr Terry Walsh, Operations Director for Prospects in Leeds as a replacement Member

In passing comment Mr Forbes said that he was aware that "Prospect" was a major contractor to the Council and to his knowledge not a Community Organisation.

In responding the Chair suggested that further clarification was required to establish if the Local Community category was properly represented

## **RESOLVED –**

- (i) To note that all vacancies were been actively pursued
- (ii) That the Secretary to the Forum be authorised to make all necessary enquiries to establish if the Local Community category was properly represented

## **42 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** – That the minutes of the previous meeting held on 2<sup>nd</sup> February 2010 be accepted as a true and correct record

## **43 MATTERS ARISING FROM THE MINUTES**

Initial Preference Summary for September 2010 (Minute No.35 refers) – The Chair sought an update on this issue.

Mrs Buckland, Head of Service, Admissions and Transport reported that for the Secondary Schools all nearest preferences had been allocated. Some parents had not preferenced their nearest school and as a consequence had not obtained a school of their choice. In terms of number of appeals received it was reported that there was a slight decline in numbers compared to the previous year.

Primary Schools – It was reported that there were twelve schools where not all the nearest preferences had been allocated. In a small number of cases the school had agreed to accommodate additional pupils. In most areas the level of demand was as predicted

## **44 OUTCOME OF STATUTORY CONSULTATION FOR CHANGES TO PRIMARY PROVISION IN HORSFORTH FOR SEPTEMBER 2011**

The Chief Executive Education Leeds submitted a report summarising the outcome of the consultation exercise in respect of the proposed changes to primary age education in the Horsforth area from September 2011.

Addressing the report Mrs Buckland said the initial proposal was:

- (i) To change the age ranges and admission limits of Horsforth Newlaithes Junior School and Horsforth Featherbank Infant School, to establish both as all age primary schools from September 2011, to provide 30 extra reception class places (210 in total), and
- (ii) To increase the size of West End Primary to provide 15 extra reception places per year (105 places in total)

Mrs Buckland advised that as an outcome of the consultation the proposal to Newlaithes and Featherbank was to proceed, however the proposal for changes at West End Primary had been withdrawn at this time. It was considered that the other



changes would provide sufficient places in the first instance and that the situation would continue to be monitored

Members sought clarification about costs implications

Mrs Buckland said that costings were contained within section 5 of the submitted report but that they were also being addressed in a separate report to the Executive Board

The Chair questioned if the proposal would offer improved local choice for parents?

In responding Mrs Buckland confirmed the proposal would provide improved choice for parents and also rationalise transport arrangements

**RESOLVED** – It was the view of the Forum that the recommendations as set out in Section 3 of the Executive Summary be supported subject to appropriate funding being made available

#### **45 OUTCOME OF THE STATUTORY CONSULTATION FOR THE EXPANSION OF PRIMARY PROVISION FOR SEPTEMBER 2011**

The Chief Executive Education Leeds submitted a report summarising the outcome of the consultation exercise to expand primary provision at a number of Leeds Schools for September 2011

Addressing the report Mrs Buckland said that the original proposal was to expand 6 schools: Windmill Primary, Clapgate Primary, Rycroft Primary, Blackgates Primary, Calverley CE Primary and Cross Gates Primary. As a consequence of the consultation process it was being proposed to withdraw the expansion of Crossgates Primary and Calverley CE Primary

Mr Hamilton asked why Crossgates Primary and Calverley CE Primary were being withdrawn?

In responding Mrs Buckland said the proposals were not being supported by local people who were concerned that expansion of the schools would attract pupils from outside the area.

In terms of the proposals for Windmill Primary and Clapgate Primary, Mrs Buckland said that a new housing development on Sharpe Lane would create additional demand for places in the area. Funding of the two schools would be provided by a Section 106 Agreement negotiated as part of the planning consent

The Chair questioned if the proposal would offer improved local choice for parents?

In responding Mrs Buckland said that there had been some problems for parents accessing their first preference, there was also many in year transfers which had the effect of reducing choice for local families. The proposed expansions would improve local choice.

**RESOLVED** – It was the view of the Forum that the recommendations as set out in Section 5 of the Executive Summary be supported subject to appropriate funding being made available

#### **46 OUTCOME OF CONSULTATION ON THE PROVISION OF GIRLS -ONLY EDUCATION IN LEEDS**

The Chief Executive Education Leeds submitted a report setting out details of the outcome of the city wide consultation exercise on the future provision of government funded, girls only, secondary education in Leeds.

Addressing the report Ms Dee Reid, Head of Communications, Education Leeds said that extensive consultation had been undertaken following a request from the Executive Board. The consultation ran from 7<sup>th</sup> January to 5<sup>th</sup> March 2010 with over 10 public meetings being held.

As part of the consultation the following issues emerged:

- A significant number of respondents focused on the future of Parklands Girls High School which was subject of a separate report to the Executive Board
- The overall level of responses city-wide was low with no significant demand from across the city for girls-only provision emerging as a result of the consultation
- The quality of education was more important than single sex provision even when considering the faith perspective, although a choice was preferred
- There were suggestions that in the future, consideration could be given to providing a central location for any single sex provision which might make it more accessible to other families living near or in the city centre
- There were concerns about the transition arrangements available to those families who had already specifically chosen girls-only education and these were the subject of a separate report
- A number of respondents commented on the low attendance at the public meetings and perceived this as a link to insufficient promotion of the consultation to particular communities in Leeds

In the debate that followed Members suggested that the response received was not sufficiently extensive to justify closure, in particular the representation from Asian Women could have been greater. Concern was also expressed that once a decision was taken to cease girls-only provision at Parklands, alternative provision at a more centralised location may not be forthcoming.

In responding Councillor Harker suggested that anyone wishing for girls-only provision did not make their voices heard

On a point of clarification Ms Reid said the proposal was to cease girls-only provision at Parklands but not to rule out possible future girls-only provision in the city

**RESOLVED – It was**

- (i) the view of the Forum that the recommendation at 4.1(iii) of the Executive Summary was too imprecise for the Forum to support the recommendation at 4.1(ii) and a clear link between the two recommendations should be established
- (ii) noted that Councillor Harker would review the wording of the recommendation at 4.1(i) of the Executive Summary, which in the view of the Forum, would be better worded to read “note the outcome of the consultation”

**47 ADMISSION FORUM WORK PROGRAMME FOR 2010/11**

Members received and considered the Forum’s Work Programme for the period 2010/11

**RESOLVED –**

- (i) To note the scheduled Work Programme for 2010/11
- (ii) To update the Work Programme to reflect the decisions made at today’s meeting

**48 ANY OTHER BUSINESS**

City of Leeds Schools – Mrs Knights sought clarification about the City of Leeds School suggesting that it’s proposed closure would have a significant effect on neighbouring schools.

In responding Councillor Harker confirmed the school was failing in terms of National Challenge, a report would be presented to the Executive Board with a decision on it’s future anticipated around July 2010.

The Chair thanked Councillor Harker for clarifying the position

**49 DATE AND TIME OF NEXT MEETING**

**RESOLVED –** To note that future meetings of the Forum will be scheduled as follows:

Tuesday 22<sup>nd</sup> June 2010

Tuesday 16<sup>th</sup> November 2010

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

This page is intentionally left blank

# Agenda Item 7

## Challenging and Vulnerable Children Sub Committee

Tuesday, 25th May, 2010

**PRESENT:** Mr J Fryett in the Chair

Mr J Daulby and Mrs Hill

In Attendance:

Mr A Rees – Education Leeds  
Mrs R Phillips – Education Leeds  
Mr C Whiteley – Education Leeds  
Mrs D Leonard – Legal Services  
Mr J Grieve – Governance Services

### 18 OPENING REMARKS

In the absence of Sue Knight, John Fryett, Deputy Chair assumed the Chair and welcomed everyone in attendance

### 19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Knights, Mr Forbes and Councillor Gruen

### 20 MINUTES OF THE LAST MEETING

The minutes of the held on 15<sup>th</sup> September 2009 were submitted for comment and approval, the following meeting held on 12<sup>th</sup> January 2010 having been inquorate.

The minutes of the meeting held on 12<sup>th</sup> January 2010 were also submitted for comment and approval

**RESOLVED** – That the minutes of the meeting held on 15<sup>th</sup> September 2009 and 12<sup>th</sup> January 2010 be accepted as a true and correct record

### 21 MATTERS ARISING THE MINUTES

#### Minutes - 15<sup>th</sup> September 2009

Review of the Challenging and Vulnerable Children's Sub Committee Terms of Reference (Minute no.5 refers). The Chair sought an update regarding the Sub Committee's Terms of Reference.

Mrs Leonard from Legal Services confirmed that revised Terms of Reference had been approved by the Leeds Admissions Forum at it's meeting on 1<sup>st</sup> October 2009.

Review of the Fair Access Protocols 2009/10 (Minute No. 6 refers). The Chair noted that the East wedge had operated without a Project Director for some time but the recruitment process had began, any progress?

In responding Mrs Phillips from Education Leeds said that a Job specification was currently been finalised

## **Minutes 12<sup>th</sup> January 2010**

Report on the Recording of Fair Access Panel Statistics (Minute No. 16 refers). In passing comment the Chair said that Panels were now receiving statistics on a monthly basis, this was welcomed and assisted the Panel greatly in it's deliberations.

### **22 TRENDS IN THE ADMISSION OF LOOKED AFTER CHILDREN 2008 – 2010**

The Sub Committee considered a report by the Chief Executive Education Leeds which provided a summary of the trends in the admission of looked after children for the period 2008/10

Addressing the report Mr Alun Rees said that the purpose in bringing a report to the Sub Committee was to provide an analysis in the admission of looked after children seeking in-year transfers either between Leeds Schools or from out of the area placement into Leeds Schools. The data supplied was for "legally looked after Children"

Mr Rees said that in the 2008-09 academic year there were 65 in-year transfer requests from the social worker/ carer of a child looked after by Leeds. Of the 65 requests 43 took less than 20 days for a school place to be allocated and the child to enter the school roll, 22 children were not placed within the 20 day limit.

Referring to the 2009 -10 academic year Mr Rees said there had been 59 school transfer requests for looked after children to date during the 2009/10 academic year. It was reported that of the 59 only 4 had taken longer than 20 days to be resolved.

In seeking clarification the Chair asked: if and when a child became looked after and moved address, was it a case of remaining with a secure educational place rather than moving to a school closer to the new address?

In responding Mr Rees said there was no hard and fast rule, the involvement of a Social Worker and their opinion was a major factor but it was a fine balance between distance and stability

In passing comment Mr Daulby suggested that children from challenging backgrounds do not necessarily go through the appeals process?

Mrs Phillips said that Officers within the Admission Team would attempt first preference, however, if a school had an issue with admission, a Panel would seek to place at a reasonable preference and encourage Social Workers to accept the offer made rather than appeal for first preference, if the offer was reasonable

Mr Rees suggested that foster parents would prefer the child attends a local school in order that the child may integrate easier into the community

In summing up the Chair suggested that all parties appeared to be getting smarter and swifter as they become more familiar with the process

**RESOLVED –**

- (i) To note the positive trends in the timeliness with which requests for in – year school transfers of looked after children are being met
- (ii) To note that there is good evidence that this trend is also reflected among the particularly vulnerable unaccompanied asylum seeker children in the care of Leeds
- (iii) Support the production of an Annual Report which would assist in the monitoring of trends

**23 LEEDS INCLUSIVE LEARNING STRATEGY**

**RESOLVED –** That in the absence of the report author, it was agreed that this item be deferred to the next meeting of the Sub Committee

**24 CHILDREN MISSING EDUCATION UPDATE**

The Sub Committee considered a report by the Chief Executive Education Leeds which provided an insight into the work of the Children Missing Education (CME) Team

Addressing the report Mr Colin Whiteley said for the purposes of the Team CME is defined as:

- Pupils who are on roll at a Leeds School but have stopped attending and cannot be located
- Children of school age found to be living in Leeds but not on the roll of a school

For pupils who had disappeared, the team would attempt to locate them , ensure they were safe and put back on roll at a school. Pupils found not to be on roll at a school, the team would ensure they are put on the roll of a school.

The Chair asked how; children missing from home, were dealt with?

In responding Mr Whiteley said children missing from home or “runaways” were dealt with by the Police, they were not categorised as a child missing education.

Mr Daulby asked if it was possible to estimate the number of children missing education at any one time?

Mr Whiteley, in responding said it was only a guess but possibly 200 to 300 at any one time

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

## **25 FAIR ACCESS PANEL UPDATE**

The Sub Committee considered a report by the Chief Executive Education Leeds which provided an update on the operation of the Fair Access Panels.

In addressing the report Mrs Rachel Phillips reported that the Secondary school snapshot showed that to date there had been a 4% increase in the volume of cases considered by the Panels across the City, compared to the end of year totals for the last academic year. There had also been a 9% increase in placements indicating that more children were being offered a school place by Panel, without the need for appeal as well as more schools accepting children wishing to transfer school.

Schools were also developing stronger relationships with schools outside of their own Wedges. This was enabling them to provide managed moves for children who would benefit from a 'fresh start' in a new school, for many reasons including for example in response to severe bullying.

Mrs Phillips said that overall the data showed that the majority of requests for East and South schools were from children who did not have accessible educational provision and therefore required a school offer from the Panel however, in the North East and North West many of the applications were for a change of school and many of those cases had suitable, accessible educational provision available to them

It was reported that the Academies, Foundation schools and Aided schools were all participating and playing their part in the admission of Fair Access Children.

In summing up the Chair said that Panels are now more intelligent as to what's happening, the provision of statistics on a month by month basis is proving to be very useful

**RESOLVED** –

- (i) That the contents of the report be noted
- (iii) To receive the Annual Statistics in October 2010 which will also include placement of primary school children

## **26 FORWARD WORK PROGRAMME**

Members received and considered the Sub Committee's Work Programme for the period 2010/11

**RESOLVED** –

- (i) To note the scheduled Work Programme for 2010/11



- (ii) To update the Work Programme to reflect decisions made at today's meeting

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

**RESOLVED** – That the next meeting be arranged for Tuesday 19<sup>th</sup> October 2010 at 4.00pm in the Civic Hall, Leeds

This page is intentionally left blank

Originator: Rachel Phillips

Tel: 0113 395 0907

Ref Fair Access



## REPORT TO LEEDS ADMISSION FORUM's Challenging and Vulnerable Children's Sub Committee Update on Fair Access

Date 22<sup>nd</sup> June 2010

Venue: Civic Hall

Time: 4.00pm

### Update by the Admissions Team on Fair Access Panels

The Secondary school snapshot shows that to date there has been a 4% increase in the volume of cases considered by the Panels across the City, compared to the end of year totals for the last academic year. There has also been a 9% increase in placements indicating that more children are being offered a school place by Panel, without the need for appeal as well as more schools accepting children wishing to transfer school.

Schools are also developing stronger relationships with schools outside of their own Wedges. This is enabling them to provide managed moves for children who would benefit from a 'fresh start' in a new school, for many reasons including for example in response to bullying.

The recruitment of a Fair Access Officer to lead on Primary Fair Access is resulting in an increase in the number of cases being resolved without a Panel.

So far this academic year there has been one direction from the Local Authority, this is in line with one direction last year although it is a different school involved.

Overall the data shows that the majority of requests for East and South schools are from children who do not have accessible educational provision and therefore require a school offer from the Panel however in the North East and North West many of the applications are for a change of school and many of those cases have suitable, accessible educational provision available to them.

The Academies, Foundation schools and Aided schools are all participating and playing their part in the admission of Fair Access Children.

The School Adjudicators report is in the process of being written and will report on the number of children placed in each school through the protocols as well as the single direction. It also allows the Local Authority to feedback any issues experienced with the placement of children.

### Recommendations

The Sub-committee is asked to note the report and to receive the annual statistical update in October 2010 which will include placement of primary school children.

This page is intentionally left blank

Originator: Viv ~Buckland  
Tel: 2474956  
Ref

## **REPORT TO LEEDS ADMISSION FORUM**

Date 22 June 2010  
Venue: Civic Hall  
Time: 4.00pm

Subject: Admission Policies in Leeds

### **1. PURPOSE OF THIS REPORT**

1.1 This report informs the Admission Forum of the consultation of the voluntary aided and foundation schools and academies on their admission policies determined on 15 April 2010.

### **2. BACKGROUND**

2.1 After previous difficulties with other admission authorities consulting appropriately on their admission policies Admission Forum established a sub committee to support the consultation. Having been very effective at encouraging admission authorities in Leeds to consult in a timely manner the sub committee was disbanded last year.

2.2 Governing bodies have provided their Admission Policies to the local authority when required and this report is to advise Admission Forum of the outcomes.

### **3. MAIN ISSUES**

3.1 All the policies and supplementary information forms have been analysed by Education Leeds and Legal Services to ensure that they are fair and comply with the School Admission Code which came into force on 10 February 2009. We have not identified any admission policy in Leeds that we believe should be referred to the Office of the Schools Adjudicator. A number of late amendments have had to be made to all admission policies to take account of an amendment to the Schools Admission Code this year. This requires all admission policies to make it clear that a child must be admitted, if the parents wish it, in the September after they have turned four, can defer entry until the term after their fifth birthday, and may enter Reception part time.

3.2 All the admissions policies give looked after children the highest priority in their oversubscription criteria. The preference form and supplementary information forms ask only for the information required to operate the admission policy.

3.3 The local authority began their consultation on 1 December for eight weeks and a public notice was published as required. All consultation responses were summarised and provided for the Executive Board of the Council at their April meeting when the local authority admission policy was determined. All the determined admission policies

and supplementary information forms were published on the Education Leeds website on 15 April in accordance with the School Admissions Regulations 2008. A further public notice was published advising parents of their right to refer objections to the Office of the Schools Adjudicator.

- 3.4 There have been two new Academies established since the previous consultation period, and a number of schools have acquired, or are in the process of acquiring foundation status. All schools that have changed their status have adopted Leeds City Council's admission policy, and all non-faith schools and academies support the 'nearest' criteria as Admission Forum requested them to.
- 3.5 The new central government are progressing an Academies Bill through Parliament which may result in significantly more schools acquiring Academy status by September. The stated intention is that all new academies will be required to have an inclusive admission policy that adheres to the Schools Admission Code.
- 3.6 There is an expectation that parents, charities, cooperatives and mutuals may increasingly come forward to open 'free schools' where they are dissatisfied with the choice of schools in their area. Again they will be required to have an admission policy that complies with the Schools Admission Code.

#### 4. **RECOMMENDATIONS**

- 4.1 Admissions Forum has a key strategic role to play in ensuring the fairness of admissions arrangements in the City. As more schools become independent of the Local Authority it will become increasingly important that Admission Forum consider how well the admission arrangements of these new institutions serve the children and parents of Leeds. Admission Forum is recommended to consider how best they wish to consider all admission policies during the consultation stage.
- 4.2 Admission Forum is asked to note the excellent response from VA, foundation and academy governors and headteachers in meeting the requirements of the School Admissions Code.

Originator: Andrea Cowans  
Tel: 2475503



## **REPORT TO LEEDS ADMISSION FORUM**

**DATE: 1 June 2010**

**SUBJECT:** The school admissions policy and the transfer of learners from year 11 into school sixth forms

### **1. Background**

Education Leeds, as admission authority for Leeds schools on behalf of Leeds City Council, must ensure that arrangements for admission to school sixth forms comply with the mandatory provisions of the School Admissions Code, specifically paragraphs 1.41 and 1.42. The code was introduced by DCSF on 10<sup>th</sup> February 2009 and determines that admissions arrangements should be lawful and fair. This duty is overseen by the Admissions Forum.

It was necessary to review existing arrangements which devolve the responsibility for sixth form admissions to school governing bodies leading to development of different local practice across the city and to put processes in place to ensure the Admissions Forum can readily monitor adherence to the School Admissions Code.

Leeds Pathways is the Common Application Process (CAP), an online system that allows year 11 learners to research opportunities, submit applications and monitor the progress of their applications through a web-based portal. Leeds Pathways is a software package developed and hosted by UCAS, the university and college admissions service.

This policy applies to children and young people living within the administrative boundaries of Leeds who want to enrol onto sixth form provision at a Leeds school and to learners across LA boundaries who want to enrol onto sixth form provision at a Leeds school.

Schools have a statutory responsibility to deliver impartial information, advice and guidance to pupils, and use of the common application process is included in statutory guidance for schools. The CAP will improve progression for all year 11 learners by simplifying the processes for all post 16 progression. This will contribute to reducing numbers of young people not in education, training or employment (NEET) and will contribute to the local authority's targets to raise participation in learning.

## **2. Online sixth form admission process**

From September 2010 Admission to Leeds school sixth forms has been in line with a published admissions policy and the online Common Application Process, Leeds Pathways, has been used to manage admissions to Leeds school sixth forms from September 2010.

Schools published anticipated sixth form intake (taking into account both internal and external candidates) on the Leeds Pathways 14-19 online prospectus. Support was available to schools to help them introduce the system in the year 11 curriculum and for heads of sixth form and administrators.

A timeline for the sixth form admissions process was agreed in consultation with heads of sixth form (80% school sixth forms contributed to the consultation).

Young people and parents/carers received information about Leeds Pathways and support provided through Connexions to help learners choose courses and submit their preferences for year 12 of their existing school, for other school sixth forms, for colleges and training opportunities.

Impartial information, advice and guidance (IAG) is available to all young people and parents/carers through schools and the Connexions service. The Education and Skills Act 2008 makes explicit to duty of all schools and local authorities to provide impartial information, advice and guidance.

### **1. Summary of activity (31<sup>st</sup> March 2010)**

60% of year 11 learners had made online applications by 31<sup>st</sup> March 2010, just behind Sheffield and Hull regionally, who have had 88% and 80% of year 11 online applications respectively.

In some schools over 80% of learners had made online applications (Abbey Grange, Allerton Grange, Allerton High, Cardinal Heenan, Corpus Christi, John Smeaton, Morley High, Otley Prince Henry's, Ralph Thoresby, Rodillian, Roundhay, Temple Moor).

In some schools less than 20% of learners had made online applications (Bruntcliffe (19%), DYCA (19%), Garforth (1%), Horsforth (18%), St Mary's Menston (1%), Wetherby High (17%).

Connexions personal advisers are following up young people with no online applications to ensure they have made alternative applications and record these for tracking and monitoring purposes.

1930 young people are holding offers on the system for any post 16 opportunity. The projected numbers for Leeds sixth form admission (year 12) is approximately 3,800 for 2010 entry.



### **Case Study**

A Connexions personal adviser (PA) interviewed three year 11 students who had applied to their home school sixth form and not been offered a place despite meeting the academic entry requirements. The PA followed this up with the Head of Sixth form, who stated they had been rejected on the grounds of poor behaviour and / or attendance. The case was followed up the 14-19 team and the school then made an appropriate offer to each student.

The CAP will contribute to reducing the number of young people who receive no offers of learning after year 11 by offering transparency and enabling schools and connexions services to monitor and support young people at risk of not progressing in learning.

### **Evaluation**

Evaluation of the activity was informed by heads of sixth form, connexions personal advisers, young people using the system and feedback from parents and carers.

Issues raised in the evaluation included:

- i. the need to develop implementation processes (including implementation timeframe in school, administration and curriculum / Connexions input during year 11)
- ii. a number of system developments which have been incorporated into the UCAS Change User group priorities.

Some highlights from the evaluation include

- Young people found the system easy to use
- Schools have engaged well
- The helpdesk is a resounding success
- Training approach worked
- Excellent feedback for some personal advisers
- Commitment to adapt and improve processes
- Excellent ideas for future development

### **2. Conclusions**

- i. The CAP will help to reduce the number of young people NEET by offering transparency of progression plans and enabling schools and connexions services to monitor and support young people at risk of not progressing in learning.
- ii. This year has seen a higher number of year 11 applications to all post 16 sectors.
- iii. Leeds City Council has performance indicators to meet around reducing numbers of young people not in education, employment or training (NEET) as part of Children's Services notice to improve and the 14-19 Government Office Progress Check.

### **3. Recommendations**

- i. Admissions forum consider the benefits of a transparent admissions process to support the monitoring of fairness and equity of progression into Leeds sixth forms
- ii. Leeds City Council to continue to promote Leeds Pathways and roll out the Common Application Process across Leeds schools and academies

This page is intentionally left blank

**Agenda Item:****Originator: Viv Buckland****Telephone: 2474956**

---

**REPORT OF THE CHIEF EXECUTIVE OF EDUCATION LEEDS****ADMISSIONS FORUM: 22 June 2010****SUBJECT: Customer Service Satisfaction with Admissions**

---

**1.0 PURPOSE OF THIS REPORT**

1.1 This report is to inform the Admission Forum of the feedback we have received from parents to the Admissions guidance and information provided.

**2.0 BACKGROUND INFORMATION**

2.1 The School Admissions Code requires the local Admission Forum to review the comprehensiveness, effectiveness within the local context, and accessibility of the advice and guidance for parents by the local authority, both through the composite prospectus and Choice Advice.

2.2 In Leeds we have provided a summary booklet sent out to all parents to guide them through the admission process and to signpost them to further information. This is in addition to making available the composite prospectus. Our website provides further links to useful information including school websites, Ofsted etc. Offer letters include advice on how to contact the Advisory Centre for Education (a national charity who support parents who wish to appeal).

2.3 Each year we provide parents with a questionnaire seeking feedback from them on the service they receive, and on how useful they have found the information that we provide.

**3.0 MAIN ISSUES**

3.1 The DCSF have provided targets for encouraging parents to apply online for school places. The target for 2011 is 80% of parents to apply online. For entry in September 2010 44% of parents in Leeds applied online. We ensure that all of the information we provide is made available on our website and make other, easy to use, links available to assist parents in accessing the information they require to make their preferences. 76% of parents rated the online application service as being easy to understand and use.

3.2 Many parents provided comments which we are able to use to make improvements to the online service. For example a number of parents clearly had some difficulty in entering their current school as some of them were not

easy to find using the search provided. We will try to improve this aspect of the search and make sure we have a Frequently Asked Questions section to guide parents when they have a problem.

- 3.3 The majority of parents using the system were pleased with the email confirming they had successfully submitted their preferences, and also with the email on offer day rather than having to wait several days for the post to arrive. Where parents have rung through to the team for advice the feedback has been very positive about the responses they have received.
- 3.4 The minimum contents of the composite prospectus are laid down in the School Information Regulations and must be published, both on the website and as a hard copy to be made available to parents on request. In Leeds we have two booklets, one for Primary and one for Secondary schools. They are between 50 and 75 pages long in order to contain all of the information required. For many parents this is more than they require, and for others, feedback suggests, is a 'challenging read', despite our adherence to the principles of Plain English.
- 3.5 In order to maximise value for money, and produce a more accessible document, we also produce a shorter 8 page summary document that is sent out to all parents. This document provides key information as well as letting parents know where they can obtain the full composite prospectus. An increasing number of local authorities are adopting the same strategy.
- 3.6 The feedback found that 91% of parents rated the information and explanation in the summary booklet as good or excellent, and similarly 90% of parents who read the full composite prospectus rated it good or excellent.
- 3.7 Some of the negative comments received were in relation to secondary schools who had changed the date or time of their open evening after the booklet had been printed, or without advising us of the change. On balance it is important that we continue to provide details of open evenings and will work more closely with schools to try and ensure these late changes are avoided.
- 3.8 Parents also valued the fact that information was sent out proactively to them. Whilst we continue to view this as important, every year parents go to appeal on the basis that they did not receive an application pack from us. We will continue to use the best information available to us to contact parents however need to reiterate that in doing so we are going above and beyond that which is required, and have in no way failed in our duty should a parent not receive an application pack.
- 3.9 The questionnaire asked parents to rate the information and service available to them as a whole, including printed information and contact with the team by telephone or in person. 92% of parents rated the information and service as good or excellent.

#### 4.0 **CONCLUSIONS**

- 4.1 The significant majority of parents are happy with the information and guidance they receive from the local authority. They value the proactive contact and the summary booklet that we provide in addition to the information we are required to provide.

4.2 Whilst continuing to review the information provided in paper format for parents we will continue to seek and use parental feedback to further improve the online application process.

5.0 **RECOMMENDATIONS**

5.1 That Admission Forum note the positive feedback received from parents on the information and guidance provided.

This page is intentionally left blank

**Agenda Item:****Originator: Viv Buckland****Telephone: 2474956**

---

**REPORT OF THE CHIEF EXECUTIVE OF EDUCATION LEEDS****ADMISSIONS FORUM: June 2010****SUBJECT: Report to the Office of the Schools Adjudicator**

---

**1.0 PURPOSE OF THIS REPORT**

1.1 This report is to inform the Admission Forum of the content of the report to the Office of the Schools Adjudicator.

**2.0 BACKGROUND INFORMATION**

2.1 The local Authority is required annually to report to the Office of the Schools Adjudicator by 30 June and Admission Forum are invited to offer any further input to the report contained at Appendix A. The data behind the report is contained at Appendix B. Admission Forum is also able submit a separate report should it wish to do so on the effectiveness of local arrangements.

2.2 The Schools' Adjudicator provides a template for the local Authority on which to report covering the matters required annually and any specific queries they may have each year. The data report contains school level data on Free School Meals, appeals and children taken through the Fair Access Protocol.

2.3 The commentary that accompanies the report confirms that all of the legal requirements around consultation and determination of policies has been met, that schools are complying with the Infant Class Size legislation, and how well the Fair Access Protocol is working. It also provides comments on whether or not Appeals Panels are complying with the School Admissions Appeal Code.

**3.0 MAIN ISSUES**

3.1 The operation of the Fair Access Protocols is an area where Admission Forum receive regular reports, and monitor comprehensively. The data shows that up to the end of April, when the data was produced, we had placed 716 children to whom the Fair Access Protocol criteria applied, during this academic year. This is approximately 20% of all in year transfers that we have received during that time. The schools and academies should be commended on their very positive approach to supporting the local authority Protocol.

3.2 We have no reason to refer any objections to the Schools Adjudicator on the admission policies. All policies and supplementary forms have been received

and considered by the Council's Legal Department. There were a number of changes necessary to some of the forms and policies' and these have been actioned.

- 3.3 Earlier this year the Office of the Schools Adjudicator released a report they had prepared on fraudulent applications by parents for school places. It recommended to the previous government some increased measures to detect and deter parents from this occurring. Whilst many of the recommendations were accepted it is not yet clear the approach the new government will take. In Leeds we have had to withdraw a significant number of places since offer were made on 1 March. We have requested in the report to the Adjudicator that the appeals Code be strengthened in support of the measures local authorities are required to take in these circumstances.
- 3.4 The percentage of children eligible for Free School Meals does not have a close correlation either to the number of appeals for the schools or to the numbers of children the schools take through the Fair Access Protocol. The appeals are related to whether or not the school is full and it is pleasing to see that families in areas with high FSM are still taking up their right to appeal. The local authority does wish to ensure that parents are able to fully access their rights in relation to admissions in all areas of the City. The number of pupils taken through FAP most closely relates to the general level of mobility in those schools.
- 3.5 The Choice Advice service in Leeds continues to operate out of the Parent Partnership Service, targeting their work to families who have the greatest difficulty in engaging with the admissions process. Admission Forum will be receiving a report from the Choice Adviser in their Autumn meeting with information on their work this year.

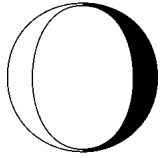
#### 4.0 **CONCLUSIONS**

- 4.1 All admission authorities in Leeds are working positively with the local Authority with respect to all aspects of the School Admissions Code. There is no intention to refer any objections to the Schools Adjudicator this year.
- 4.2 All the required information will be submitted to the Schools Adjudicator, and Admission Forum may contribute to the report contained at Appendix A and submit an additional report of their own.

#### 5.0 **RECOMMENDATIONS**

- 5.1 That Admission Forum note the positive way in which the local Authority, Diocese , Foundation, Academy and schools have worked together to ensure full compliance with the School Admissions Code.
- 5.2 That Admission Forum determine if they wish to submit an additional report on the effectiveness of local arrangements.





Office of the  
Schools  
Adjudicator

**LOCAL AUTHORITY REPORT**  
**TO**  
**THE SCHOOLS ADJUDICATOR**  
**FROM**

**Leeds City Council**

**30 JUNE 2010**

**Report Cleared by...Viv Buckland.....**

**Date submitted .....**

**By.....**

**Contact email address...Vivienne.buckland@educationleeds.co.uk**

**Telephone number...07891 270408**

**[www.schoolsadjudicator.co.uk](http://www.schoolsadjudicator.co.uk)**

## SECTION 1

**FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2009 - 2010**

**Please complete using data/information for the period 1 September 2009 to date of report**

***NOTE: This template is designed to be filled in electronically – boxes can/should be expanded as necessary.***

### **Fair Access Protocol**

*Code 4.9 a) (i) how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the protocol;*

NOTE: The Code at 3.44 requires (1) each local authority to have a Fair Access Protocol and (2) all schools and Academies to participate in their LA area's protocol

- a) Please confirm that the LA has a Fair Access Protocol that has been agreed with all the relevant schools in its area (relevant schools are all maintained schools and academies).

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If NO please explain:

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2009. In particular in placing children, the co-operation of schools and Academies well as any other issues you have had in implementing the protocol.

All of our schools and academies are working together within the Fair Access Protocol. We record all children transferring school who fall to any of the Fair Access Protocol (FAP) categories. The data provided shows all children who meet the criteria of the Protocol that each school admitted. Only one school during the period had to be directed by the local authority to admit the pupil, and they complied with the direction. There were 716 children who met one or more of the FAP criteria which represents about 20% of the total in year transfers received at the point the data was produced.

Generally we find that primary schools are willing to admit children falling to most Protocol categories, and only when they feel they cannot meet the needs of the child do we use the Protocol to ensure another school make the offer of a place. In secondary we use the Protocol proactively to help to admit children above the admission number of the school, where this is in the best interests of the child, as well as protecting schools against taking excessive numbers of challenging children.

- c) In Appendix A, please record for each school the number of children considered to be placed in (column O) and those actually placed in (column P) to the school under the protocol between 1 September 2009 and the date of this report.

### **Infant Class Sizes**

*Code 4.9 a) (ii) whether primary schools are complying with infant class size legislation*

Are all Primary Schools in your area complying with infant class sizes?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If NO please comment and also include the number of schools where qualifying measures are being taken:

### **Admission Appeals**

*Code 4.9 a) (iii) the number of admissions appeals held for each and every school\* in the area, and the number of appeals that were upheld.*

\* Every school includes: community, voluntary controlled, voluntary aided, foundation, Academies, city technology colleges and city colleges for

technology of the arts.

For the period 1 September 2009 to the date of this report please insert in Appendix A the following for each school:

- column Q - the number of appeals held;
- column R - the number of appeals upheld; and
- column S - the number of appeals pending from the date of this report.

*Code 4.9 a) iv the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, effective communications with parents and any other relevant matter.*

NOTE: other appeals panels have a duty to provide you with information on appeals (Section 88Q of Schools Standards and Framework Act).

Has your independent appeals panel complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If NO please explain including non-compliance and action taken:

Have all other appeals panels for own admission authority schools complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------	------------	--------------------------

If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

## SECTION 2

### FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2010-2011:

*Code 4.9 b) (i) the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children.*

NOTE: You may wish to point out if specialist staff from within the Council has contributed to this report and highlight any problems that may have occurred.

Children in care: All Looked After Children received their appropriate priority in all admission policies. Where there were changes after the offer day allocations above admission number have been made where appropriate.

Children with disabilities: Priority 1b of our admission policy, after LAC, ensures that children with disabilities are able to receive the highest priority for the nearest suitable school that can meet their needs.

Children with Special Educational Needs: All children with a Statement of SEN have schools allocated according to the SEN legislation. Children with a high level of SEN but without a statement are covered in priority 1b of our admission policy

Service Children: There are no significant numbers of Service children in Leeds

*Code 4.9 b) (ii) the effectiveness of co-ordination.*

NOTE: You may wish to report on the authority's assessment of the effectiveness of any scheme for co-ordinating:

a) the admission of pupils to LA schools in September 2010

Coordination has been effective. Schools are able to view their updated allocation lists electronically. The local authority conveyed all offers on 1 March and continues to coordinate through the waiting list stage.

b) the admission of pupils in the authority's area to other admission authority schools in September 2010.

Coordination has been effective. Aided schools and academies are able to rank their applications and waiting lists electronically. All offers are conveyed by the local authority. Some Aided schools are still be uncomfortable with the extended coordination until the close of waiting lists.

### SECTION 3

**FOR ADMISSION ARRANGEMENTS THAT HAVE BEEN DETERMINED IN THE APRIL IMMEDIATELY BEFORE THE DATE OF THE REPORT IS MADE (determined by 15 April 2010 for admission in September 2011):**

*Code 4.9 c) (i) a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law.*

NOTE: All non-compliant admission arrangements must be corrected. All mandatory requirements can be changed by the admission authority. Any other non-compliant issues must be referred to the OSA.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If YES please provide a statement to confirm this: Some schools are still updating their policies with the deferred entry changes, although all will be compliant when this is complete. This will include some very recent parish boundary changes that will affect the Catholic School policies.

If NO, please specify what action you are taking:

Using column T in Appendix A, please identify those schools that you have identified with problems now or which you have referred to the OSA, or may be referring to the OSA by the 31 July 2010.

We will not be referring any school to the OSA this year.

## SECTION 4

### OTHER MATTERS:

#### Admission Forum

*Code 4.9 d) (i) details about the current membership of the Admission Forum for the area*

NOTE: Please list the bodies represented and the number of representatives in each category. Do **NOT** give the names of members.

<p><b>Two Councillors</b> <b>Two parents</b> <b>One CE Diocese member</b> <b>One Catholic Diocese member</b> <b>Two community schools representatives (one high and one primary)</b> <b>One voluntary controlled school member</b> <b>One voluntary Aided school member</b> <b>One Foundation school member</b> <b>One member from Jewish Aided primary</b> <b>One Academy member</b> <b>One College member</b> <b>Choice Adviser</b> <b>Fair Access Project Director</b> <b>Four community representatives</b></p>
---

Is the Admission Forum writing a report?

Tick as appropriate: 

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If YES is the report attached or has it been sent separately?

Tick as appropriate: 

Attached	<input type="checkbox"/>	Separately	<input type="checkbox"/>
----------	--------------------------	------------	--------------------------

If separately please provide the date the report will or has been sent to the OSA?

DATE:

<input type="text"/>
----------------------

Please confirm whether the Admission Forum has seen, or will see, a copy of this LA report.

Tick as appropriate: 

Has seen	<input checked="" type="checkbox"/>	Will see	<input type="checkbox"/>
----------	-------------------------------------	----------	--------------------------

#### Free School Meals

*Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.*



NOTE: The data provided by the Local Authority to the DCSF in January 2009 has been “cleaned” and is included in Appendix A.

If the data for 2010 is significantly different from 2009 please state how it differs.

No significant differences. There are six schools whose FSM percentage has increased by 10% or more and nine schools where this has fallen by 10% or more.

Using and interpreting the data, please comment on whether the allocation of school places meets parental preferences for those children on Free School Meals.

The majority of schools with a high percentage of pupils eligible for FSM are amongst are least well subscribed, so in most cases parents requesting those schools are successful at gaining places. The schools in many cases admit a high number of children who fall to the Fair Access Protocol, however this is also reflective of the high levels of mobility in the area.

*Code 4.9 d) (iii) any other matters which affect the fairness of admission arrangements for schools in the area.*

NOTE: Please identify any issues not covered elsewhere on this template.

We have identified a greater number of fraudulent applications this year and withdrew the offers accordingly. Appeal panels that have heard these cases so far have offered places, despite class size legislation applying. It would appear they are making a judgement on the legality of the withdrawal of the place, despite these having been cleared with the Council’s legal team. We have asked that further training be given so the panels understand the situation better as the schools support the places being removed and are unhappy that they are now unable to challenge the decision made by the appeal panel.

The Appeals Code should be strengthened to support the approach towards parents who supply deliberately misleading information.

**SECTION 5**

**OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY THE SECRETARY OF STATE.**

**Choice Advice**

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2010/2011 school year.

Appendix 5 of the Code requires local authorities to provide an independent Choice Advice service that is focused on supporting the families who most need support in navigating the secondary school admissions process (paragraph 5). Choice Advice must be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive (paragraph 8). As a minimum, local authorities must ensure that Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff (paragraph 9).

- a) Please confirm that your local authority has an independent Choice Advice service in place.

Tick as appropriate: 

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

- b) Please explain how you ensure the independence of the Choice Advice provided (for example, the Choice Advice service may be situated in the Parent Partnership service or Family Information Service).

**Leeds Choice Advice Service is based within the Parent Partnership Service.**

- b) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate: 

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Choice Advice must be targeted at those parents who most need support with the secondary school admissions process (paragraph 10). Local authorities and Choice Advisers should market their service to ensure that they reach the families most in need of their support and that other relevant agencies and

professionals are aware of the service they provide (paragraph 11). Choice Advisers should be proactive in reaching 'hard to reach' parents and should develop good links with organisations that may be able to refer parents to them (paragraph 12).

- d) Please explain how you ensure Choice Advice reaches those parents who are most in need of it.

**The Choice Advice Service targets the most deprived areas within Leeds. We do this by ensuring the families who need our support know how to access it by;**

- **Attending community events**
- **Attending primary and secondary school events/ open evenings**
- **Distribution of leaflets to advertise the service, community buildings such as doctors surgeries, dentists, library's, all schools, bus stations, children centres etc**
- **Provide information sessions for year 5 and 6 parents in the identified areas**
- **Deliver training sessions to other professionals and organisations to ensure they know about the service so they can refer parents to us. For example corporate parents, social care, school governors, voluntary organisations etc.**
- **Work together with cluster co-ordinators**

- e) Describe how Choice Advice has contributed to the fairness of the admissions process.

**We have contributed by ensuring that parents who are hard to reach are provided with all the information they need to help them understand the admissions process and make a realistic preference. We follow up late applications to ensure all parents in Leeds have made a preference of secondary school. We offer support to families who are appealing for a school place and have trained volunteers (Independent Parental Advisers, IPAs) who are available to all parents and carers should they request one.**

Local authorities may provide Choice Advice at the primary school admission stage and for in-year applications (paragraph 5).

- f) Choice Advice is offered at the primary admissions stage?

Tick as appropriate:

Yes	√	No	
-----	---	----	--

- g) Choice Advice is offered for in-year applications?

Tick as appropriate:

Yes	√	No	
-----	---	----	--

It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage.

h) The Choice Adviser provides support during the appeals process?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

i) If no, do you plan to provide support during the appeals process in future?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

### **Transport**

Admission authorities **must** explain clearly whether or not school transport will be available, and, if so, to which schools and at what cost (if any). Are details of the availability and cost of home to school travel and transport clearly set out in the composite prospectus?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If No, please provide an explanation

Paragraphs 1.90 and 1.91 of the Code provide guidance on how Governing Bodies **should** ensure that the cost of a school uniform does not inhibit the choice of school. In the following box, please provide details of where schools do not comply with this and what actions you or Governing Bodies have taken or are proposing to take.

Where we receive feedback from parents about costly school uniform we take the matter up with the governing body on behalf of the parents to ensure that any inappropriate barrier to entry is removed. We have a customer feedback questionnaire that we send out with the application pack and intend to seek further feedback from parents about whether this was a concern for them when they applied.

-----  
Please provide details of any improvements that you feel can be made to this template.



This page is intentionally left blank

URN	LA Number	Estab number	LA+ESTAB Number	sex of school description	School Name
107809	383	2270	3832270	Mixed	Guiseley Infant and Nursery School
107810	383	2271	3832271	Mixed	Rawdon Littlemoor Primary School
107813	383	2275	3832275	Mixed	Scholes (Elmet) Primary School
107817	383	2283	3832283	Mixed	Featherbank Infant School
107820	383	2286	3832286	Mixed	Churwell Primary School
107823	383	2292	3832292	Mixed	Hill Top Primary School
107824	383	2293	3832293	Mixed	Seven Hills Primary School
107825	383	2297	3832297	Mixed	Westerton Primary School
107826	383	2301	3832301	Mixed	Calverley Parkside Primary School
107827	383	2302	3832302	Mixed	Westroyd Infant School and Nursery
107828	383	2303	3832303	Mixed	Greenside Primary School
107830	383	2308	3832308	Mixed	Carlton Primary School
107831	383	2309	3832309	Mixed	Robin Hood Primary School
107832	383	2312	3832312	Mixed	Thorpe Primary School
107833	383	2313	3832313	Mixed	Rothwell Haigh Road Infant School
107834	383	2314	3832314	Mixed	Woodlesford Primary School
107838	383	2321	3832321	Mixed	Morley Newlands Primary School
107840	383	2324	3832324	Mixed	Yeadon Westfield Junior School
107841	383	2326	3832326	Mixed	Pudsey Tyersal Primary School
107842	383	2327	3832327	Mixed	Oulton Primary School
107843	383	2328	3832328	Mixed	Swillington Primary School
107844	383	2329	3832329	Mixed	Bramham Primary School
107845	383	2331	3832331	Mixed	Pudsey Bolton Royd Primary School
107846	383	2334	3832334	Mixed	West End Primary School
107847	383	2335	3832335	Mixed	Southroyd Primary and Nursery School
107848	383	2336	3832336	Mixed	Gildersome Primary School
107849	383	2338	3832338	Mixed	Farsley Springbank Junior School
107850	383	2339	3832339	Mixed	Pudsey Primrose Hill Primary School
107851	383	2342	3832342	Mixed	Victoria Junior School
107854	383	2347	3832347	Mixed	Crossley Street Primary School
107855	383	2348	3832348	Mixed	Tranmere Park Primary School
107858	383	2356	3832356	Mixed	Queensway Primary School
107859	383	2358	3832358	Mixed	Yeadon Westfield Infant School
107860	383	2363	3832363	Mixed	Horsforth Newlaithes Junior School
107861	383	2364	3832364	Mixed	Westbrook Lane Primary School
107862	383	2365	3832365	Mixed	Lowtown Primary School
107863	383	2369	3832369	Mixed	Birchfield Primary School
107866	383	2382	3832382	Mixed	Morley Victoria Primary School
107867	383	2384	3832384	Mixed	Kippax Greenfield Primary School
107868	383	2385	3832385	Mixed	Bardsey Primary School
107869	383	2389	3832389	Mixed	Primrose Lane Primary School
107870	383	2390	3832390	Mixed	Wigton Moor Primary School
107871	383	2395	3832395	Mixed	East Garforth Primary School
107872	383	2396	3832396	Mixed	Garforth Green Lane Primary School
107873	383	2397	3832397	Mixed	Ninelands Primary School
107874	383	2398	3832398	Mixed	Broadgate Primary School
107875	383	2399	3832399	Mixed	Kippax North Junior, Infant & Nursery School
107876	383	2400	3832400	Mixed	Deighton Gates Primary School
107877	383	2401	3832401	Mixed	Ashfield Primary School
107879	383	2403	3832403	Mixed	Westgate Primary School
107881	383	2405	3832405	Mixed	Otley the Whartons Primary School
107882	383	2406	3832406	Mixed	Bramhope Primary School
107883	383	2407	3832407	Mixed	Beecroft Primary School
107884	383	2408	3832408	Mixed	Blenheim Primary School

107885	383	2409 3832409	Mixed	Brudenell Primary School
107886	383	2410 3832410	Mixed	Iveson Primary School
107887	383	2411 3832411	Mixed	Kirkstall Valley Primary School
107888	383	2412 3832412	Mixed	Little London Community Primary School and Nursery
107889	383	2413 3832413	Mixed	Quarry Mount Primary School
107890	383	2414 3832414	Mixed	Spring Bank Primary School
107891	383	2415 3832415	Mixed	Rosebank Primary School
107892	383	2416 3832416	Mixed	Adel Primary School
107893	383	2417 3832417	Mixed	Hawksworth Wood Primary School
107894	383	2418 3832418	Mixed	Cookridge Primary School
107896	383	2420 3832420	Mixed	Ireland Wood Primary School
107897	383	2421 3832421	Mixed	Weetwood Primary School
107901	383	2425 3832425	Mixed	Bankside Primary School
107903	383	2427 3832427	Mixed	Chapel Allerton Primary School
107904	383	2428 3832428	Mixed	Gledhow Primary School
107908	383	2432 3832432	Mixed	Talbot Primary School
107909	383	2433 3832433	Mixed	Bracken Edge Primary School
107910	383	2434 3832434	Mixed	Kerr Mackie Primary School
107911	383	2435 3832435	Mixed	Hillcrest Primary School
107912	383	2436 3832436	Mixed	Alwoodley Primary School
107913	383	2437 3832437	Mixed	Carr Manor Primary School
107914	383	2438 3832438	Mixed	Highfield Primary School
107915	383	2439 3832439	Mixed	Moor Allerton Hall Primary School
107916	383	2440 3832440	Mixed	Moortown Primary School
107917	383	2441 3832441	Mixed	Shadwell Primary School
107920	383	2444 3832444	Mixed	Beechwood Primary School
107921	383	2445 3832445	Mixed	Brownhill Primary School
107922	383	2446 3832446	Mixed	Ebor Gardens Primary School
107923	383	2447 3832447	Mixed	Grange Farm Primary School
107924	383	2448 3832448	Mixed	Grimes Dyke Primary School
107925	383	2449 3832449	Mixed	Harehills Primary School
107926	383	2450 3832450	Mixed	Hovingham Primary School
107927	383	2451 3832451	Mixed	Richmond Hill Primary School
107928	383	2452 3832452	Mixed	Seacroft Grange Primary School
107929	383	2453 3832453	Mixed	Colton Primary School
107930	383	2454 3832454	Mixed	Victoria Primary School
107932	383	2456 3832456	Mixed	White Laith Primary School
107933	383	2457 3832457	Mixed	Wykebeck Primary School
107934	383	2458 3832458	Mixed	Cross Gates Primary School
107935	383	2459 3832459	Mixed	Oakwood Primary School
107937	383	2461 3832461	Mixed	Woodlands Primary School
107938	383	2462 3832462	Mixed	Shakespeare Primary School
107939	383	2463 3832463	Mixed	Austhorpe Primary School
107940	383	2464 3832464	Mixed	Manston Primary School
107941	383	2465 3832465	Mixed	Templenewsam Halton Primary School
107942	383	2466 3832466	Mixed	Whitkirk Primary School
107943	383	2467 3832467	Mixed	Parklands Primary School
107944	383	2468 3832468	Mixed	Swarcliffe Primary School
107945	383	2469 3832469	Mixed	Fieldhead Carr Primary School
107946	383	2470 3832470	Mixed	Beeston Primary School
107947	383	2471 3832471	Mixed	Windmill Primary School
107948	383	2472 3832472	Mixed	Cottingley Primary School
107949	383	2473 3832473	Mixed	Greenmount Primary School
107950	383	2474 3832474	Mixed	Hunslet Carr Primary School
107951	383	2475 3832475	Mixed	Hunslet Moor Primary School
107952	383	2476 3832476	Mixed	Ingram Road Primary School
107953	383	2477 3832477	Mixed	Middleton Primary School
107954	383	2478 3832478	Mixed	Westwood Primary School
107955	383	2479 3832479	Mixed	Cross Flatts Park Primary School
107957	383	2481 3832481	Mixed	Low Road Primary School
107958	383	2482 3832482	Mixed	Clappgate Primary School
107959	383	2483 3832483	Mixed	Hugh Gaitskell Primary School
107960	383	2484 3832484	Mixed	Armley Primary School



107961	383	2485	3832485	Mixed	Bramley Primary School
107962	383	2486	3832486	Mixed	Castleton Primary School
107963	383	2487	3832487	Mixed	Cobden Primary School
107964	383	2488	3832488	Mixed	Park Spring Primary School
107965	383	2489	3832489	Mixed	Raynville Primary School
107966	383	2490	3832490	Mixed	Stanningley Primary School
107967	383	2491	3832491	Mixed	Summerfield Primary School
107968	383	2492	3832492	Mixed	Five Lanes Primary School
107969	383	2493	3832493	Mixed	Whingate Primary School
107970	383	2494	3832494	Mixed	Whitcote Primary School
107972	383	2496	3832496	Mixed	Lower Wortley Primary School
107973	383	2497	3832497	Mixed	Lawns Park Primary School
107975	383	2499	3832499	Mixed	Greenhill Primary School
107977	383	2501	3832501	Mixed	Ryecroft Primary School
107979	383	2503	3832503	Mixed	Swinnow Primary School
107980	383	2504	3832504	Mixed	East Ardsley Primary School
107981	383	2505	3832505	Mixed	Farsley Farfield Primary School
107982	383	2506	3832506	Mixed	Rothwell Primary School
107983	383	2507	3832507	Mixed	Allerton Bywater Primary School
107984	383	2510	3832510	Mixed	Sharp Lane Primary School
107985	383	3030	3833030	Mixed	Aberford Church of England Voluntary Controlled Primary Sch
107986	383	3031	3833031	Mixed	Rawdon St Peter's Church of England Voluntary Controlled P
107987	383	3033	3833033	Mixed	Barwick-In-Elmet Church of England Voluntary Controlled Pri
107989	383	3037	3833037	Mixed	Harewood Church of England Voluntary Controlled Primary S
107990	383	3038	3833038	Mixed	St Margaret's Church of England Voluntary Controlled Primar
107992	383	3040	3833040	Mixed	Micklefield Church of England Voluntary Controlled Primary S
107993	383	3043	3833043	Mixed	Rothwell Church of England Voluntary Controlled Primary Sch
107994	383	3044	3833044	Mixed	Thorner Church of England Voluntary Controlled Primary Sch
107995	383	3045	3833045	Mixed	St James' Church of England Voluntary Controlled Primary Sc
107996	383	3046	3833046	Mixed	Calverley Church of England Voluntary Controlled Primary Sc
107997	383	3047	3833047	Mixed	St Mary's Church of England Controlled Primary School Bost
108000	383	3051	3833051	Mixed	Pool-In-Wharfedale Church of England Voluntary Controlled F
108001	383	3052	3833052	Mixed	Burley St Matthias' Church of England Voluntary Controlled P
108002	383	3053	3833053	Mixed	Middleton St Mary's Church of England Voluntary Controlled f
108003	383	3054	3833054	Mixed	Bramley St Peter's Church of England Voluntary Controlled P
108004	383	3055	3833055	Mixed	Christ Church Upper Armley Church of England Voluntary Co
108005	383	3056	3833056	Mixed	St Bartholomew's CofE Voluntary Controlled Primary School
108006	383	3315	3833315	Mixed	St Chad's Church of England Primary School
108007	383	3329	3833329	Mixed	Roundhay St John's Church of England Primary School
108008	383	3350	3833350	Mixed	St Oswald's Church of England Junior School
108009	383	3351	3833351	Mixed	Hawsworth Church of England Primary School
108010	383	3356	3833356	Mixed	Lady Elizabeth Hastings' Church of England Primary School,
108011	383	3357	3833357	Mixed	Collingham Lady Elizabeth Hastings' Church of England Prim
108012	383	3358	3833358	Mixed	St Edward's Catholic Primary School, Boston Spa
108013	383	3359	3833359	Mixed	St Mary's Catholic Primary School, Horsforth
108014	383	3360	3833360	Mixed	St Joseph's Catholic Primary School, Otley
108015	383	3361	3833361	Mixed	St Joseph's Catholic Primary School, Pudsey
108016	383	3362	3833362	Mixed	St Francis Catholic Primary School, Morley
108017	383	3363	3833363	Mixed	Ss Peter and Paul Catholic Primary School, Yeadon
108018	383	3364	3833364	Mixed	Rothwell St Mary's RC Primary School
108019	383	3365	3833365	Mixed	St Benedict's Catholic Primary School
108020	383	3366	3833366	Mixed	St Joseph's Catholic Primary School, Wetherby
108021	383	3367	3833367	Mixed	St Anthony's Catholic Primary School, Beeston
108022	383	3368	3833368	Mixed	St Augustine's Catholic Primary School
108023	383	3369	3833369	Mixed	Christ The King Catholic Primary School
108024	383	3370	3833370	Mixed	Corpus Christi Catholic Primary School
108025	383	3371	3833371	Mixed	St Francis of Assisi Catholic Primary School
108026	383	3372	3833372	Mixed	Holy Family Catholic Primary School
108027	383	3373	3833373	Mixed	St Urban's Catholic Primary School
108028	383	3374	3833374	Mixed	St Joseph's Catholic Primary School, Hunslet
108029	383	3375	3833375	Mixed	St Nicholas Catholic Primary School
108030	383	3376	3833376	Mixed	Our Lady of Good Counsel Catholic Primary School
108031	383	3377	3833377	Mixed	Sacred Heart Catholic Primary School

108032	383	3378	3833378	Mixed	St Paul's Catholic Primary School
108033	383	3379	3833379	Mixed	St Philip's Catholic Primary and Nursery School
108034	383	3380	3833380	Mixed	Holy Name Catholic Primary School
108035	383	3381	3833381	Mixed	Immaculate Heart of Mary Catholic Primary School
108036	383	3382	3833382	Mixed	St Patrick Catholic Primary School
108037	383	3383	3833383	Mixed	Holy Rosary and St Anne's Catholic Primary School
108039	383	3385	3833385	Mixed	St Theresa's Catholic Primary School
108040	383	3636	3833636	Mixed	Mount St Mary's Catholic Primary School
108041	383	3902	3833902	Mixed	Adel St John the Baptist Church of England Primary School
108042	383	3903	3833903	Mixed	Cookridge Holy Trinity Church of England Primary School
108043	383	3904	3833904	Mixed	Kirkstall St Stephen's Church of England Primary School
108046	383	3907	3833907	Mixed	Meanwood Church of England Primary School
108047	383	3908	3833908	Mixed	St Matthew's Church of England Aided Primary School
108048	383	3909	3833909	Mixed	All Saint's Richmond Hill Church of England Primary School
108049	383	3910	3833910	Mixed	Manston St James Church of England Primary School
108050	383	3911	3833911	Mixed	St Peter's Church of England Primary School, Leeds
108051	383	3912	3833912	Mixed	Whinmoor St Paul's Church of England Primary School
108052	383	3913	3833913	Mixed	Beeston Hill St Luke's Church of England Primary School
108053	383	3914	3833914	Mixed	Hunslet St Mary's Church of England Primary School
108054	383	3915	3833915	Mixed	Brodetsky Primary School
108055	383	4006	3834006	Mixed	Lawnswood School
108056	383	4031	3834031	Mixed	City of Leeds School
108057	383	4032	3834032	Mixed	Allerton High School
108058	383	4040	3834040	Mixed	Allerton Grange School
108059	383	4041	3834041	Mixed	Carr Manor High School
108062	383	4044	3834044	Mixed	Primrose High School
108063	383	4045	3834045	Mixed	John Smeaton Community College
108064	383	4046	3834046	Mixed	Temple Moor High School Science College
108065	383	4047	3834047	Mixed	Cockburn College of Arts
108070	383	6906	3836906	Mixed	Leeds West Academy
108071	383	4056	3834056	Mixed	Farnley Park Maths & Computing College
108073	383	4058	3834058	Mixed	Swallow Hill Community College
108074	383	4059	3834059	Girls	Parklands Girls' High School
108075	383	4062	3834062	Mixed	Ralph Thoresby School
108076	383	4063	3834063	Mixed	Roundhay School Technology College
108078	383	4101	3834101	Mixed	Morley High School
108079	383	4102	3834102	Mixed	Pudsey Grangefield School
108080	383	4103	3834103	Mixed	Rodillian School
108081	383	4104	3834104	Mixed	Royds School Specialist Language College
108082	383	4105	3834105	Mixed	Woodkirk High Specialist Science School
108083	383	4106	3834106	Mixed	Benton Park School
108084	383	4107	3834107	Mixed	Crawshaw School
108085	383	4108	3834108	Mixed	Guiseley School
108086	383	4109	3834109	Mixed	Bruntcliffe School
108087	383	4110	3834110	Mixed	Priesthorpe School
108088	383	4111	3834111	Mixed	Wetherby High School
108089	383	4112	3834112	Mixed	Garforth Community College
108090	383	4113	3834113	Mixed	Brigshaw High School and Language College
108091	383	4114	3834114	Mixed	Boston Spa School
108092	383	4115	3834115	Mixed	Horsforth School
108093	383	4501	3834501	Mixed	Otley Prince Henry's Grammar School Specialist Language C
108094	383	4601	3834601	Mixed	St Mary's Catholic Comprehensive School, Menston
108095	383	4751	3834751	Mixed	Cardinal Heenan Catholic High School
108096	383	4752	3834752	Mixed	Corpus Christi Catholic College
108097	383	4753	3834753	Mixed	Mount St Mary's Catholic High School
108100	383	5200	3835200	Mixed	Lady E Hastings CofE Primary School
108101	383	5400	3835400	Mixed	Abbey Grange Church of England High School
108119	383	7015	3837015	Mixed	John Jamieson School
108120	383	7016	3837016	Mixed	St John's Catholic School for the Deaf (Boston Spa)
108123	383	7062	3837062	Mixed	Broomfield South Silc
108129	383	7068	3837068	Mixed	Elmete Wood - BESD Silc (Behaviour, Emotional, Social Diffic
108133	383	7072	3837072	Mixed	West Oaks School North East Specialist Inclusive Learning C
121791	383	3927	3833927	Mixed	The New Beverley Community Primary School

131111	383	3928	3833928	Mixed	Valley View Community Primary School
131467	383	2801	3832801	Mixed	Kippax Ash Tree Primary School
131570	383	3929	3833929	Mixed	Shire Oak VC Primary School
131898	383	6905	3836905	Mixed	David Young Community Academy
132795	383	2512	3832512	Mixed	Asquith Primary School
133555	383	2513	3832513	Mixed	All Saints CofE Primary School
134317	383	2002	3832002	Mixed	Rufford Park Primary School
134319	383	3916	3833916	Mixed	Methley Primary School
134405	383	3917	3833917	Mixed	Strawberry Fields Primary School
134406	383	3918	3833918	Mixed	Blackgates Primary School
134407	383	3921	3833921	Mixed	Drighlington Primary School
134408	383	3920	3833920	Mixed	Pudsey Waterloo Primary
134513	383	3922	3833922	Mixed	Hollybush Primary
134514	383	4851	3834851	Mixed	South Leeds High School
134516	383	3923	3833923	Mixed	Meadowfield Primary School
134884	383	7074	3837074	Mixed	West Specialist Inclusive Learning Centre
134885	383	7073	3837073	Mixed	North West Specialist Inclusive Learning Centre
134913	383	3925	3833925	Mixed	Great Preston VC CofE Primary School
134973	383	3926	3833926	Mixed	Fountain Primary School
135162	383	3930	3833930	Mixed	MILL Field Primary School
135210	383	3931	3833931	Mixed	Allerton CofE Primary School

---

school type	headcount of pupils	fte pupils	Number of pupils (used for FSM calculation)	number of pupils taking free school meals	% of pupils taking free school meals	number of pupils known to be eligible for free school meals		Children considered to be placed under FAP	Children actually placed under FAP
						number of pupils taking free school meals	% of pupils known to be eligible for free school meals		
Community	255	223	255	7	2.7	9	3.5	2.0	2
Community	305	305	305	11	3.6	16	5.2	1.0	1
Community	276	255	276	3	1.1	3	1.1	2.0	2
Community	162	162	162	3	1.9	5	3.1	0.0	0
Community	466	434	466	22	4.7	23	4.9	0.0	0
Community	236	220	236	9	3.8	17	7.2	0.0	0
Community	399	369	399	46	11.5	59	14.8	1.0	1
Community	729	678	730	37	5.1	37	5.1	0.0	0
Community	255	230	255	11	4.3	11	4.3	0.0	0
Community	241	204	241	6	2.5	10	4.1	1.0	1
Community	294	294	294	3	1.0	4	1.4	0.0	0
Community	280	258	280	9	3.2	20	7.1	0.0	0
Community	352	326	352	16	4.5	19	5.4	0.0	0
Community	147	140	147	31	21.1	31	21.1	0.0	0
Community	167	145	167	25	15.0	34	20.4	0.0	0
Community	466	440	466	24	5.2	29	6.2	1.0	1
Community	426	405	426	39	9.2	57	13.4	0.0	0
Community	231	231	231	20	8.7	22	9.5	1.0	1
Community	229	209	229	27	11.8	42	18.3	0.0	0
Community	327	301	327	54	16.5	84	25.7	1.0	1
Community	213	194	214	16	7.5	29	13.6	2.0	2
Community	48	48	48	#	#	#	#	1.0	1
Community	460	423	460	61	13.3	65	14.1	0.0	0
Community	254	230	254	#	#	3	1.2	0.0	0
Community	390	361	390	24	6.2	30	7.7	2.0	2
Community	201	201	201	11	5.5	20	10.0	0.0	0
Community	220	220	220	4	1.8	10	4.5	0.0	0
Community	377	342	377	27	7.2	34	9.0	2.0	2
Community	162	162	162	36	22.2	40	24.7	0.0	0
Community	231	210	231	7	3.0	8	3.5	0.0	0
Community	298	298	298	6	2.0	7	2.3	0.0	0
Community	234	214	234	43	18.4	43	18.4	2.0	2
Community	201	201	201	12	6.0	13	6.5	0.0	0
Community	188	188	188	3	1.6	4	2.1	0.0	0
Community	208	208	208	#	#	5	2.4	1.0	1
Community	195	195	195	21	10.8	22	11.3	0.0	0
Community	262	233	262	27	10.3	27	10.3	0.0	0
Community	481	443	481	10	2.1	22	4.6	5.0	5
Community	174	174	174	11	6.3	13	7.5	0.0	0
Community	186	186	186	#	#	4	2.2	0.0	0
Community	238	218	238	9	3.8	11	4.6	0.0	0
Community	393	393	393	15	3.8	18	4.6	3.0	3
Foundation	342	315	342	20	5.8	20	5.8	1.0	1
Foundation	373	348	373	7	1.9	9	2.4	0.0	0
Foundation	417	392	417	6	1.4	8	1.9	0.0	0
Community	241	215	241	34	14.1	52	21.6	2.0	2
Community	192	179	192	24	12.5	24	12.5	1.0	1
Community	287	287	287	7	2.4	9	3.1	0.0	0
Community	193	170	193	47	24.4	49	25.4	2.0	2
Community	257	231	257	11	4.3	17	6.6	0.0	0
Community	200	200	200	7	3.5	10	5.0	1.0	1
Community	245	245	245	0	0.0	0	0.0	2.0	2
Community	257	237	257	42	16.3	42	16.3	0.0	0
Community	179	159	179	30	16.8	42	23.5	1.0	1

Community	254	254	254	63	24.8	63	24.8	3.0	3
Community	214	209	214	43	20.1	51	23.8	3.0	3
Community	219	201	219	30	13.7	34	15.5	3.0	3
Community	178	178	178	65	36.5	75	42.1	1.0	1
Community	148	148	148	46	31.1	49	33.1	2.0	2
Community	208	208	208	39	18.8	39	18.8	0.0	0
Community	227	205	227	63	27.8	68	30.0	1.0	1
Community	245	224	245	4	1.6	5	2.0	0.0	0
Community	172	172	172	86	50.0	95	55.2	2.0	2
Community	280	280	280	41	14.6	55	19.6	4.0	4
Community	208	208	208	48	23.1	58	27.9	3.0	3
Community	260	236	260	#	#	#	#	1.0	1
Community	616	565	617	102	16.5	137	22.2	5.0	5
Community	478	452	478	64	13.4	79	16.5	5.0	5
Community	499	464	499	40	8.0	46	9.2	0.0	0
Community	502	463	502	11	2.2	14	2.8	0.0	0
Community	306	297	306	92	30.1	104	34.0	3.0	3
Community	478	446	478	16	3.3	29	6.1	3.0	3
Community	443	417	443	133	30.0	152	34.3	19.0	19
Community	491	458	491	43	8.8	56	11.4	0.0	0
Community	492	456	493	53	10.8	71	14.4	0.0	0
Community	304	304	304	8	2.6	11	3.6	2.0	2
Community	357	329	358	49	13.7	63	17.6	0.0	0
Community	195	195	195	13	6.7	19	9.7	1.0	1
Community	194	194	194	4	2.1	6	3.1	0.0	0
Community	373	350	374	114	30.5	159	42.5	2.0	2
Community	394	355	394	150	38.1	189	48.0	23.0	23
Community	246	222	246	110	44.7	110	44.7	1.0	1
Community	369	346	369	90	24.4	126	34.1	8.0	8
Community	263	251	263	77	29.3	83	31.6	1.0	1
Community	635	585	635	146	23.0	163	25.7	15.0	15
Community	479	456	479	87	18.2	118	24.6	6.0	6
Community	211	192	211	100	47.4	109	51.7	14.0	14
Community	196	196	196	119	60.7	119	60.7	2.0	2
Community	254	228	254	9	3.5	9	3.5	0.0	0
Community	366	340	368	70	19.0	102	27.7	6.0	6
Community	209	194	209	30	14.4	40	19.1	2.0	2
Community	221	201	221	88	39.8	106	48.0	7.0	7
Community	212	194	212	69	32.5	85	40.1	3.0	3
Community	429	403	429	156	36.4	186	43.4	3.0	3
Community	428	405	429	192	44.8	192	44.8	19.0	19
Community	361	361	363	133	36.6	152	41.9	6.0	6
Community	195	195	195	#	#	#	#	2.0	2
Community	170	170	170	48	28.2	48	28.2	0.0	0
Community	491	453	491	23	4.7	34	6.9	3.0	3
Community	284	284	284	12	4.2	19	6.7	4.0	4
Community	244	244	245	147	60.0	172	70.2	3.0	3
Community	231	219	231	75	32.5	80	34.6	0.0	0
Community	231	217	231	27	11.7	37	16.0	4.0	4
Community	461	424	461	57	12.4	80	17.4	2.0	2
Community	288	288	288	143	49.7	149	51.7	6.0	6
Community	254	247	254	95	37.4	116	45.7	6.0	6
Community	379	346	379	99	26.1	106	28.0	4.0	4
Community	346	314	346	75	21.7	117	33.8	1.0	1
Community	336	307	336	91	27.1	109	32.4	10.0	10
Community	200	177	200	60	30.0	73	36.5	3.0	3
Community	341	341	341	165	48.4	194	56.9	9.0	9
Community	312	286	312	87	27.9	94	30.1	4.0	4
Community	255	232	255	62	24.3	71	27.8	4.0	4
Community	142	125	142	33	23.2	43	30.3	3.0	3
Community	251	234	251	65	25.9	78	31.1	2.0	2
Community	501	473	501	122	24.4	145	28.9	8.0	8
Community	170	164	170	39	22.9	40	23.5	2.0	2

Community	242	230	242	70	28.9	85	35.1	0.0	0
Community	244	223	244	84	34.4	89	36.5	1.0	1
Community	189	183	189	39	20.6	58	30.7	1.0	1
Community	276	263	276	51	18.5	60	21.7	0.0	0
Community	436	404	436	62	14.2	109	25.0	0.0	0
Community	248	232	248	42	16.9	42	16.9	2.0	2
Community	239	221	239	33	13.8	47	19.7	0.0	0
Community	471	435	472	31	6.6	49	10.4	1.0	1
Community	445	412	445	92	20.7	135	30.3	6.0	6
Community	441	403	441	73	16.6	108	24.5	4.0	4
Community	338	319	338	47	13.9	47	13.9	2.0	2
Community	249	227	249	29	11.6	32	12.9	1.0	1
Community	346	320	346	51	14.7	85	24.6	3.0	3
Community	136	136	137	51	37.2	62	45.3	4.0	4
Community	246	231	246	29	11.8	37	15.0	1.0	1
Community	361	333	361	18	5.0	20	5.5	3.0	3
Community	393	368	393	24	6.1	24	6.1	0.0	0
Community	297	272	297	21	7.1	21	7.1	0.0	0
Community	206	182	206	22	10.7	23	11.2	3.0	3
Community	455	419	455	74	16.3	119	26.2	3.0	3
Voluntary controlled	99	99	100	#	#	9	9.0	0.0	0
Voluntary controlled	307	307	307	7	2.3	4	1.3	0.0	0
Voluntary controlled	142	142	142	#	#	#	#	0.0	0
Voluntary controlled	101	101	101	6	5.9	6	5.9	0.0	0
Voluntary controlled	409	409	409	44	10.8	44	10.8	1.0	1
Voluntary controlled	95	91	95	14	14.7	17	17.9	0.0	0
Voluntary controlled	197	197	197	22	11.2	22	11.2	0.0	0
Voluntary controlled	139	139	139	9	6.5	9	6.5	1.0	1
Voluntary controlled	99	91	99	23	23.2	23	23.2	0.0	0
Voluntary controlled	270	270	270	7	2.6	7	2.6	1.0	1
Voluntary controlled	116	116	116	0	0.0	0	0.0	0.0	0
Voluntary controlled	192	192	192	4	2.1	4	2.1	1.0	1
Voluntary controlled	148	148	148	44	29.7	54	36.5	6.0	6
Voluntary controlled	398	361	398	107	26.9	116	29.1	0.0	0
Voluntary controlled	237	237	237	55	23.2	60	25.3	1.0	1
Voluntary controlled	143	143	143	27	18.9	33	23.1	4.0	4
Voluntary controlled	434	395	434	117	27.0	138	31.8	0.0	0
Voluntary aided	256	232	256	23	9.0	29	11.3	0.0	0
Voluntary aided	259	233	259	21	8.1	21	8.1	0.0	0
Voluntary aided	245	245	245	20	8.2	21	8.6	1.0	1
Voluntary aided	94	94	94	0	0.0	0	0.0	0.0	0
Voluntary aided	126	126	126	4	3.2	4	3.2	0.0	0
Voluntary aided	200	200	200	3	1.5	3	1.5	0.0	0
Voluntary aided	131	131	131	4	3.1	6	4.6	0.0	0
Voluntary aided	209	209	209	#	#	3	1.4	0.0	0
Voluntary aided	196	196	196	7	3.6	8	4.1	0.0	0
Voluntary aided	222	222	222	13	5.9	13	5.9	0.0	0
Voluntary aided	112	112	112	5	4.5	6	5.4	0.0	0
Voluntary aided	216	216	216	3	1.4	3	1.4	0.0	0
Voluntary aided	202	202	202	7	3.5	9	4.5	0.0	0
Voluntary aided	227	218	227	6	2.6	6	2.6	0.0	0
Voluntary aided	224	211	224	#	#	#	#	0.0	0
Voluntary aided	208	208	208	30	14.4	33	15.9	0.0	0
Voluntary aided	439	402	439	74	16.9	81	18.5	1.0	1
Voluntary aided	208	199	208	19	9.1	29	13.9	2.0	2
Voluntary aided	365	365	365	92	25.2	131	35.9	0.0	0
Voluntary aided	189	176	189	51	27.0	62	32.8	1.0	1
Voluntary aided	198	196	198	55	27.8	58	29.3	0.0	0
Voluntary aided	211	211	211	19	9.0	25	11.8	0.0	0
Voluntary aided	142	142	142	45	31.7	56	39.4	0.0	0
Voluntary aided	258	258	258	58	22.5	66	25.6	0.0	0
Voluntary aided	234	222	234	42	17.9	54	23.1	0.0	0
Voluntary aided	185	169	185	49	26.5	54	29.2	0.0	0

Voluntary aided	205	205	205	13	6.3	17	8.3	0.0	0
Voluntary aided	195	183	195	35	17.9	40	20.5	0.0	0
Voluntary aided	203	203	203	18	8.9	20	9.9	0.0	0
Voluntary aided	396	396	396	8	2.0	13	3.3	0.0	0
Voluntary aided	210	210	210	33	15.7	33	15.7	0.0	0
Voluntary aided	244	222	246	74	30.1	74	30.1	1.0	1
Voluntary aided	531	491	531	32	6.0	46	8.7	1.0	1
Voluntary aided	133	133	133	45	33.8	55	41.4	4.0	4
Voluntary aided	189	189	189	4	2.1	6	3.2	0.0	0
Voluntary aided	366	366	366	30	8.2	35	9.6	0.0	0
Voluntary aided	199	199	199	48	24.1	62	31.2	2.0	2
Voluntary aided	211	211	212	11	5.2	14	6.6	0.0	0
Voluntary aided	392	392	393	52	13.2	53	13.5	1.0	1
Voluntary aided	229	210	229	56	24.5	75	32.8	2.0	2
Voluntary aided	399	399	399	21	5.3	35	8.8	0.0	0
Voluntary aided	225	212	225	65	28.9	83	36.9	1.0	1
Voluntary aided	211	211	211	18	8.5	19	9.0	0.0	0
Voluntary aided	368	333	368	70	19.0	83	22.6	2.0	2
Voluntary aided	198	198	198	55	27.8	57	28.8	0.0	0
Voluntary aided	248	232	248	10	4.0	10	4.0	0.0	0
Community	1,502	1,502	1,508	187	12.4	334	22.1	9.0	9
Community	575	575	575	155	27.0	245	42.6	12.0	12
Community	1,108	1,108	1,110	98	8.8	150	13.5	6.0	6
Community	1,634	1,634	1,635	183	11.2	328	20.1	10.0	10
Community	722	722	723	227	31.4	230	31.8	15.0	15
Community	916	916	917	287	31.3	432	47.1	24.0	24
Community	921	921	921	315	34.2	318	34.5	9.0	9
Community	1,253	1,253	1,260	107	8.5	176	14.0	5.0	5
Community	1,051	1,051	1,054	332	31.5	343	32.5	13.0	13
Community	899	899	899	204	22.7	293	32.6	11.0	11
Community	829	829	829	97	11.7	155	18.7	6.0	6
Community	1,766	1,766	1,766	503	28.5	507	28.7	10.0	10
Community	728	728	728	106	14.6	317	43.5	12.0	12
Community	1,020	1,020	1,022	152	14.9	187	18.3	6.0	5
Community	1,535	1,535	1,535	118	7.7	172	11.2	5.0	5
Community	1,528	1,528	1,530	103	6.7	130	8.5	9.0	9
Community	1,162	1,162	1,163	89	7.7	111	9.5	6.0	6
Community	1,219	1,219	1,219	168	13.8	232	19.0	12.0	12
Community	1,228	1,228	1,228	125	10.2	194	15.8	9.0	9
Community	1,810	1,810	1,810	115	6.4	154	8.5	7.0	7
Community	1,402	1,402	1,402	53	3.8	78	5.6	5.0	5
Community	1,170	1,170	1,173	65	5.5	115	9.8	7.0	7
Community	1,326	1,326	1,326	24	1.8	59	4.4	6.0	6
Community	1,519	1,519	1,523	125	8.2	231	15.2	7.0	7
Community	1,174	1,174	1,175	88	7.5	146	12.4	11.0	11
Community	983	983	986	66	6.7	66	6.7	4.0	4
Foundation	1,988	1,988	1,988	63	3.2	93	4.7	3.0	3
Community	1,399	1,399	1,406	89	6.3	131	9.3	11.0	11
Community	1,788	1,788	1,789	53	3.0	152	8.5	5.0	5
Community	1,388	1,388	1,388	42	3.0	92	6.6	4.0	4
Voluntary controlled	1,412	1,412	1,412	39	2.8	51	3.6	5.0	5
Voluntary aided	1,171	1,171	1,171	21	1.8	21	1.8	1.0	1
Voluntary aided	908	908	908	81	8.9	118	13.0	3.0	3
Voluntary aided	925	925	925	113	12.2	199	21.5	3.0	3
Voluntary aided	954	954	954	140	14.7	221	23.2	11.0	11
Voluntary aided	111	111	111	0	0.0	0	0.0	0.0	0
Voluntary aided	1,254	1,254	1,254	62	4.9	90	7.2	2.0	2
Community Special	140	140	147	49	33.3	52	35.4	0.0	0
Non-Maintained Special	76	76	77	14	18.2	18	23.4	0.0	0
Community Special	142	142	146	29	19.9	42	28.8	0.0	0
Community Special	101	101	101	25	24.8	47	46.5	0.0	0
Community Special	132	132	132	32	24.2	40	30.3	0.0	0
Community	269	269	270	115	42.6	139	51.5	2.0	2

Community	126	126	126	27	21.4	33	26.2	1.0	1
Community	409	375	409	42	10.3	42	10.3	2.0	2
Voluntary controlled	202	202	202	32	15.8	52	25.7	1.0	1
Academies	956	956	957	290	30.3	353	36.9	10.0	10
Community	239	215	239	17	7.1	17	7.1	0.0	0
Voluntary controlled	237	215	238	3	1.3	6	2.5	0.0	0
Community	207	207	207	20	9.7	28	13.5	1.0	1
Community	423	387	423	22	5.2	25	5.9	2.0	2
Foundation	326	306	326	24	7.4	40	12.3	1.0	1
Community	327	304	327	30	9.2	42	12.8	2.0	2
Community	416	386	416	35	8.4	35	8.4	1.0	1
Community	362	334	362	43	11.9	44	12.2	0.0	0
Community	285	285	285	145	50.9	145	50.9	3.0	3
Community	1,102	1,102	1,103	427	38.7	435	39.4	23.0	23
Community	452	419	452	204	45.1	227	50.2	6.0	6
Community Special	143	143	143	36	25.2	47	32.9	0.0	0
Community Special	231	231	231	47	20.3	47	20.3	0.0	0
Voluntary controlled	187	187	187	17	9.1	22	11.8	1.0	1
Community	433	405	433	30	6.9	38	8.8	2.0	2
Community	225	208	226	85	37.6	108	47.8	3.0	3
Voluntary controlled	210	210	210	37	17.6	58	27.6	6.0	6

---



<b>Number of appeals held</b>	<b>Number of appeals upheld</b>	<b>Number of appeals pending</b>	<b>Admission Arrangements referred / may be referred to the OSA (Y/N)</b>
0	0	0	N
3	1	4	N
0	0	0	N
3	0	0	N
0	0	0	N
1	0	1	N
0	0	1	N
5	0	2	N
4	1	0	N
4	0	0	N
0	0	0	N
1	0	1	N
7	0	1	N
0	0	0	N
0	0	0	N
4	2	2	N
0	0	1	N
0	0	1	N
5	1	2	N
0	0	0	N
0	0	0	N
0	0	0	N
2	0	1	N
3	1	0	N
0	0	0	N
0	0	2	N
0	0	0	N
1	1	0	N
0	0	2	N
1	0	0	N
2	0	0	N
2	0	1	N
0	0	0	N
0	0	0	N
4	1	0	N
0	0	0	N
4	0	1	N
5	0	3	N
0	0	0	N
0	0	0	N
0	0	0	N
9	1	3	N
			N
			N
			N
2	0	0	N
0	0	0	N
0	0	0	N
0	0	0	N
0	0	0	N
1	1	0	N
5	0	1	N
10	6	3	N
1	0	0	N

0	0	0	N
0	0	0	N
1	0	0	N
1	0	2	N
0	0	0	N
2	0	2	N
0	0	0	N
7	1	0	N
1	0	1	N
9	5	0	N
4	0	0	N
8	0	2	N
5	0	2	N
5	0	2	N
21	0	8	N
25	0	6	N
0	0	0	N
7	0	2	N
4	3	1	N
2	0	17	N
21	2	8	N
7	0	3	N
0	0	0	N
9	0	2	N
9	0	1	N
0	0	0	N
0	0	0	N
0	0	0	N
0	0	0	N
6	0	1	N
4	2	0	N
0	0	0	N
0	0	0	N
5	0	0	N
1	0	2	N
0	0	0	N
0	0	0	N
0	0	0	N
1	0	0	N
1	1	0	N
1	0	2	N
0	0	1	N
0	0	0	N
9	0	6	N
0	0	2	N
0	0	0	N
0	0	1	N
0	0	0	N
1	0	0	N
3	3	2	N
0	0	0	N
10	1	1	N
1	0	0	N
4	0	2	N
0	0	0	N
0	0	0	N
2	0	0	N
1	0	3	N
1	0	0	N
0	0	0	N
0	0	0	N
0	0	0	N





0	0	0	N
0	0	0	N
3	1	5	N
			N
2	0	0	N
1	0	1	N
0	0	1	N
0	0	0	N
			N
0	0	1	N
0	0	0	N
0	0	0	N
1	0	0	N
			N
3	1	0	N
			N
			N
0	0	0	N
2	0	0	N
0	0	0	N
0	0	0	N

This page is intentionally left blank

Originator: Viv Buckland  
Tel: 0113 247 4956  
Ref AF workprogramme

## REPORT TO LEEDS ADMISSION FORUM

Date 24<sup>th</sup> June 2010  
Venue: Civic Hall  
Time: 4.00pm

### **ADMISSION FORUM WORK PROGRAMME FOR 2010/11**

#### **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.
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
6. Customer service satisfaction with the admissions service
7. Admission to the Sixth Form

#### **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.
6. Oversubscribed Schools Identifying the reasons why they are chosen

#### **MEETING DATE February 2011**

- 1 Update on the 2010/11 admission round including hotspots.
- 2 Report from the Challenging Children Sub Committee on fair access.
3. Consultation Update – Proposed Admission Number Changes, September 2012 Round

This page is intentionally left blank