



**LEEDS ADMISSIONS FORUM**

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Meeting to be held in on  
Tuesday, 16th November, 2010 at **3.00 pm**

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**MEMBERSHIP**

**COUNCILLORS**

Councillor Peter Gruen  
Councillor J Dowson

**PARENT/GOVERNORS**

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

**LOCAL COMMUNITY REPRESENTATIVES**

Mrs S Norfolk - Leeds Primary Care Trust  
Mr R Hamilton - Black Governors Information Network  
Mr R Raj - Muslim Community Representative  
Vacancy -

**DIOCESAN AUTHORITIES**

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

**SCHOOLS**

Mr J Daulby - Community School  
Ms F Woolaston - Community School  
Mrs H Lewis - Jewish (Aided)  
School  
Mr Wood - Aided School  
Mr R Madeley - Controlled School  
Mr I Garforth - Foundation School

**ACADEMY**

Mr P Forbes - David Young  
Academy

**OTHER MEMBERS**

Mrs A Moorehouse  
Ms A Williamson

**COLLEGE MEMBERS**

Mr A Waring – Joseph Priestley College

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1	<b>CHAIR'S OPENING REMARKS</b>  To receive any opening remarks from the Chair	
2	<b>APOLOGIES FOR ABSENCE</b>  To receive apologies for absence (If any)	
3	<b>UPDATE ON MEMBERSHIP - LEEDS ADMISSION FORUM</b>  To receive an update on the Membership of the Leeds Admission Forum; Appointments, Resignations and outstanding vacancies  (Secretary to the Forum to provide verbal update)	
4	<b>MINUTES OF THE PREVIOUS MEETING</b>  To consider the minutes of the previous meeting held on 22 <sup>nd</sup> June 2010  (Copy attached)	1 - 8
5	<b>MATTERS ARISING FROM THE MINUTES</b>  To consider any matters arising from the minutes	
6	<b>CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE</b>  To consider the minutes of the Challenging and Vulnerable Children's Sub Committee held on 2 <sup>nd</sup> November 2010  (Minutes to be circulated)	

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10	<p data-bbox="252 1238 1267 1312"><b>REVIEW OF THE PUBLISHED ADVICE TO PARENTS AND CHOICE ADVISORS</b></p> <p data-bbox="252 1373 1345 1485">To consider a report by the Chief Executive Education Leeds which provides details of the efforts being made to improve the quality of information supplied to parents on admissions</p> <p data-bbox="252 1518 509 1559">(Report attached)</p>	21 - 22
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12	<p><b>DEMOGRAPHIC REPORT AND FUTURE PROJECTIONS OF PUPIL NUMBERS</b></p> <p>To consider a report by the Chief Executive Education Leeds which provides information on demographic trends, including births and new arrivals. The report also provides future projections of primary and secondary populations and changes to school provision</p> <p>(Report attached)</p>	39 - 42
13	<p><b>ADMISSION FORUM WORK PROGRAMME</b></p> <p>To receive the Forum's Work Programme for the period 2010/2011 and consider if further adjustments are required to the programme</p> <p>(Report attached)</p>	43 - 44
14	<p><b>ANY OTHER BUSINESS</b></p> <p>To consider other business (If any)</p>	
15	<p><b>DATE AND TIME OF FUTURE MEETINGS</b></p> <p>That arrangements for future meetings of the Leeds Admission Forum are as follows:</p> <p>Tuesday 1<sup>st</sup> March 2011</p> <p>Tuesday 14<sup>th</sup> June 2011</p> <p>All meetings to take place in the Civic Hall, Leeds commencing at 4.00pm</p>	
16	<p><b>PROPOSED CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2012 ROUND</b></p> <p>To consider a report by the Chief Executive Education Leeds which sets out the proposed consultation admission arrangements for the September 2012 Round</p> <p>(The appendix to this report is designated as exempt under Access to Information Procedure Rule 10.4 (4))</p> <p>(Report attached)</p>	45 - 60

## Leeds Admissions Forum

Tuesday, 22nd June, 2010

**PRESENT:** Councillor P Gruen in the Chair

Mrs S Knights (Vice Chair) – Primary School Parent Governor  
Councillor J Dowson  
Mrs L Bryan – High School Parent Governor  
Ms P Hill – Leeds Primary Care Trust  
Mr R Hamilton – Black Governors Information Network  
Mr R Raj – Muslim Community Representative  
Mr M Woods – Aided School Representative  
Mr R Madeley – Church Controlled Schools Representative  
Mr I Garforth – Foundation School Representative  
Mrs V Buckland – Education Leeds  
Mrs S Duxbury – Education Leeds 14-19 team  
Ms A Williamson – LCC Choice Advice Service  
Mrs D Leonard – LCC Legal Services  
Mrs H Gray – LCC Governance Services

### 1 ELECTION OF CHAIR AND VICE CHAIR

Mr R Hamilton nominated Councillor P Gruen to continue as Chair of the Forum and this was seconded by Mrs S Knights. No other nominations had been submitted.

Councillor Gruen nominated Mrs S Knights to continue as Vice Chair of the Forum and this was seconded by Mr R Madeley. No other nominations were submitted.

#### **RESOLVED –**

- a) That Councillor P Gruen be elected Chair of Leeds Admissions Forum for the 2010/2011 Municipal Year
- b) That Mrs S Knights be elected as Vice Chair of Leeds Admissions Forum for the 2010/2011 Municipal Year

### 2 CHAIR'S OPENING REMARKS

Councillor Gruen welcomed all present to the meeting and thanked everyone for their support in his nomination as Chair. He extended a particular welcome to the following new members -

- Mr R Raj, Muslim Community Representative for Leeds Educational Trust;
- Councillor J Dowson as a new Lead Member with responsibilities for the Learning Portfolio; and
- Mr R Madeley, Church Controlled Schools Representative.

### **3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr J Daulby; Mr P Forbes and Mr J Fryett.

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

Having welcomed new members to the Forum, the Chair led discussion on whom to approach to fill the remaining local community representative vacancy.

It was also noted that Mr Fryett (Fair Access Project Director) had recently tendered his resignation as he would be moving out of the area. It was agreed a letter should be sent from the Chair on behalf of the Forum to Mr Fryett expressing their thanks and best wishes. There was discussion regarding filling the vacancy left by Mr Fryett.

**RESOLVED** – To write to the Youth Council to ascertain whether they would be willing to nominate a Local Community Representative as it was felt that the views of young people would benefit the Forum and to contact Ms A Moorhouse, Project Director LCC West Leeds Area Management to see whether she would be interested in joining the Forum in Mr Fryett's place.

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

**RESOLVED** – That the minutes of the previous meeting held 6<sup>th</sup> April 2010 be agreed as a correct record

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

Minute 41 Membership Update – It was reported that Mr T Walsh, Operations Director at Prospects for Leeds who had been interested in becoming a replacement member for Mrs Duxbury, would not be invited due to the nature of his role at Prospects.

Minute 46 Provision of Girls-Only education – It was noted that former Councillor Harker had been due to take the comments of the Forum regarding their concerns over the phrasing of the Consultation Document to the relevant Executive Board meeting. The Chair confirmed his belief that revised wording had been tabled and requested a post-meeting note be sent to Forum members setting out the wording agreed at Executive Board

(Mr I Garforth withdrew from the meeting at this point)

Minute 48 City of Leeds – Mrs Knights reported she was aware that Mr G Mulholland MP (Leeds NE constituency) had tabled an Early Day Motion regarding City of Leeds School. Councillor Dowson reported that no information had been submitted to LCC

## **7 CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE**

Mrs P Hill outlined the key themes discussed at the Sub Committee meeting: Admission of Looked After Children – an annual report on trends had been requested by the Sub Committee

Children missing school Update – Mr Hamilton expressed concern over the phrase “cannot be located”. The Forum noted Leeds statistics regarding young people Not in Education or Employment (NEETS) and that the statistics included people of statutory school leaving age who could be accessing employment or training but were not doing so in Leeds, not just those of school age.

Councillor Dowson reported she had received a copy of the Scrutiny Board report “March Statement of Attendance” and it was agreed this should be copied to all Forum members and referred to the Challenging Children Sub Committee

Fair Access Panel Update – Mr Hamilton raised concern over the statement which suggested some pupils who were victims of bullying were moving schools through the managed move process. Forum noted Mr Hamilton’s comment that the bully should be dealt with appropriately rather than the victim move school. It was also noted that if the request to move school was being considered at Fair Access Panel, that request was most likely to have come from the victims’ family. The Forum requested this matter be discussed further at a future Sub Committee meeting.

Mrs Knights welcomed the discussions and indicated more Forum members were welcome to join the Challenging Children Sub Committee membership. Mr R Hamilton accepted a nomination to the Sub Committee.

### **RESOLVED –**

- a) To note the minutes of the Challenging and Vulnerable Children Sub Committee held 25 May 2010
- b) To approve Mr R Hamilton as a new member of the Sub Committee
- c) To note the following matters would be considered by the Sub Committee in the future:
  - a. Annual report on Admission trends for looked after children
  - b. Victims of bullying and the Fair Access Panel
  - c. Scrutiny Board March Statement of Attendance

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

This matter had been discussed under Minute 7 above

## **9 ADMISSION POLICIES IN LEEDS**

Mrs V Buckland presented the report from Education Leeds providing the Forum with information on consultation undertaken within the voluntary aided schools; foundation schools and academies on their admissions policies prior to their determination on 15<sup>th</sup> April 2010.

Mrs Buckland reported the Forum Sub Committee established to support the consultation had proved to be very effective. She suggested that now this piece of work was complete the Forum could consider using the sub committee again to consider the emerging policies for the new Academies and Foundation Schools which would be established in time.

The Forum discussed the following issues

- Noted that academies utilised a flexible “memorandum of understanding” and it was important to ensure their admission policies were fair so as not to cause detriment to neighbouring schools
- Supported the proposal to establish a new sub committee ready for when the new Government releases details of its’ plans for education
- Noted the workload involved in assessing emerging admission policies for the Foundation Schools and how best to manage this through officers in the first instance, with the new sub committee then Forum dealing with those Policies which required further consideration.

Mrs Buckland reiterated the power of the Forum with regard to ensuring the new Schools did comply with their advice. The consultation period was reported as being December 2010 – February 2011 and the Chair sought volunteers and nominees to sit on the new Sub Committee

#### **RESOLVED –**

- a) To establish a new Admissions Policy Sub Committee to consider admission policies
- b) To agree the membership of the Admission Policy Sub Committee as Councillor Gruen; Mr P Forbes; Mrs F Beevers; Mr R Raj; Mr R Madeley and Ms A Williamson. Members of the Sub Committee were requested to pass their e-mail contact details to Mrs Leonard.
- c) To note the contents of the report and the discussions
- d) To note the excellent response from Voluntary Aided; Foundation and Academy governors and head teachers to meeting the requirements of the School Admissions Code

#### **10 THE SCHOOL ADMISSIONS POLICY AND THE TRANSFER OF LEARNERS FROM YEAR 11 INTO SCHOOL SIXTH FORM**

Mrs S Duxbury presented a report on a review of the existing arrangements for admission to school 6<sup>th</sup> Forms. Responsibility for 6<sup>th</sup> Form admissions had previously been devolved to school governing bodies which had led to the development of different local practices across the city. Processes had been put in place to ensure the Admissions Forum could readily monitor adherence to the School Admissions Code in terms of lawfulness and fairness

The report detailed the usefulness and take-up of Leeds Pathways – the on-line Common Application Process (CAP) – in Leeds and the role of the Connexions Service in providing advice and guidance to students and parents/carers.



Mrs Duxbury reported Pathways had proved a very useful tool for Connexions advisers as it enabled them to track the preferences and progress of young people moving onto post 16 education as well as providing fairness and transparency to the application process.

The Forum discussed the following:

Garforth - Councillor Dowson commented that having received figures for oversubscribed, Garforth Community College appeared to have 250 over, however only 1% of its pupils applied on line. Mrs Duxbury responded that Garforth used its own system, not the Pathways system.

Case Study – Mrs L Bryan expressed concern over the case study which revealed three applicants had been rejected on the grounds of poor behaviour/attendance despite meeting the 6<sup>th</sup> form entry requirements. Mrs Buckland responded that a Connexions Personal Adviser (PA) had challenged the decision of the school which had then made appropriate offers. She confirmed that PA's challenged and addressed any rejections as they became aware of them through the CAP system

Personal Advisers – The Forum queried whether there were sufficient PA officers, bearing in mind the PA at Garforth had to ask individual students in order to monitor their applications and the number of parents/carers relying on PA's for guidance.

Access – Mr Razak expressed concern over the 80% take-up target as he believed not all elements of the community would have internet access. Mrs Buckland clarified that each Year 11 student was issued with a personal log-in which they could use from a school computer.

It was noted that the system would be improved in the next few months to include a tag to identify looked after children

The Forum indicated they wished to receive an annual report on admissions to 6<sup>th</sup> form using the CAP system, as well as a report back on the number of rejections and follow-up cases this year

#### **RESOLVED –**

- A) To note the benefits of a transparent admissions process to support the monitoring of fairness and equity of progression into Leeds 6<sup>th</sup> forms
- B) To note the continuing promotion of the Leeds Pathways and the roll-out of the Common Application Process across Leeds schools and Academies
- C) To receive an annual report on the transfer of learners for year 11 to school sixth forms
- D) To receive a report back on the number of rejections and subsequent follow-up cases relating to September 2010 6<sup>th</sup> form admissions

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

This item appeared on the agenda at the request of the Forum.

Mrs Buckland stated that as Education Leeds did not deal with the Garforth Schools, she could not make comment. No one was available from the Garforth Schools Trust at the meeting. Both Mrs L Bryan and Councillor J Dowson commented that children migrating to Garforth schools had caused a negative impact on two schools they were aware of (Colton Primary and Sherburn in Elmet High respectively).

Members indicated their wish to revisit the matter in the future and to refer it the new Admission Policy Sub Committee for discussion

**RESOLVED** - To note the comments and to note the intention to raise this as a matter for the new Admission Policy Sub Committee to consider in the future

## **12 CUSTOMER SERVICES SATISFACTION WITH THE ADMISSION SERVICE**

The Chief Executive, Education Leeds, submitted a report on the feedback received from parents to the Admissions guidance and information provided to them.

The report set out the targets set by the DCSF for encouraging parents to make admission application online. 44% of Leeds' parents applied on line in 2010. The target for 2011 was 80%. The report outlined the types of publications despatched to parents and the feedback received.

Mrs Buckland highlighted that 91% of parents who responded to the consultation stated the admissions summary document in particular was excellent and/or useful and that overall parents were known to be happy with the guidance and information issued by the local authority.

**RESOLVED** – To note the positive feedback received from parents on the information and guidance provided and to express the thanks of the Forum to the Admissions Team for their work.

## **13 REPORT TO THE OFFICE OF THE SCHOOLS ADJUDICATOR**

The Chief Executive, Education Leeds, submitted a report setting out the content of the report to the Office of the Schools Adjudicator. A copy of the report to be submitted to the Adjudicator was included as Appendix A with supporting data at Appendix B.

Mrs V Buckland stated that all parties had complied with all of the legal requirements, guidance and policies covering all aspects of education from admission policies & appeals; to Fair Access Protocols & school meals and sought further comments on the effectiveness of local arrangements. Such comments could be submitted separately to the Adjudicator by the Forum.

Mrs Buckland reported that a number of fraudulently acquired school places had been identified and offers removed during March/April 2010, however she noted that a small number of these had subsequently won the places at their

appeals. She further reported that advice to Appeals Panels would be updated.

**RESOLVED –**

- a) To note the positive way in which the Local Authority; Diocese; Foundation and Academy schools have worked together to ensure full compliance with the School Admissions Code
- b) To determine an additional report to the Adjudicator from the Forum was not necessary

**14 ADMISSION FORUM WORK PROGRAMME 2010/11**

Members received and considered the Forum's Work Programme for 2010/11 and it was noted this would be amended to include reference to the new Admissions Policy Sub Committee. The Forum discussed the following:

November 2010 - it was agreed Demographic information & future projections report should also present solutions.

Free Schools - Councillor Dowson stated she had heard reports that 3 expressions of interest were likely in Leeds. It was noted the Local Authority was not to be involved in the Free School process. Mrs Buckland discussed the support the local authority could give to parents interested in creating a Free School with Mr Hamilton. It was agreed the Forum should receive regular update reports until Central Government had released the final detail of the Free School process.

February 2011 – it was agreed the item on migration of children from the Colton area should be referred to the February 2011 agenda as it had not been fully addressed at this meeting

**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

**15 ANY OTHER BUSINESS**

No other items of business were raised.

**16 DATE AND TIME OF NEXT MEETING**

**RESOLVED** – To note the date of the next meeting as Tuesday 16<sup>th</sup> November 2010 at 4.00 pm, in the Civic Hall, Leeds

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## Report to the Leeds Admission Forum

Date: 16 November 2010

**Subject: APPOINTMENT OF VICE CHAIR OF THE CHALLENGING AND VULNERABLE CHILDREN SUB COMMITTEE**

<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>
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### 1.0 Purpose of this Report

1.1 To explain the process for nominating the Vice Chair to the Challenging and Vulnerable Children Sub Committee.

### 2.0 Guidance

2.1 The Sub Committee is established by the Leeds Admission Forum pursuant to the Schools Standards and Framework Act 1998. The Forum determines the Sub Committees membership and constitution, procedure for convening and holding meetings and promulgation of advice and recommendations.

2.2 The position of Vice Chair is due for election each year. The Vice Chair is eligible for re- election on ceasing to hold office. At present the position is vacant the election having been deferred previously pending the appointment of new members to the Sub Committee. The Sub Committee now has full membership of 7 members drawn from the Admissions Forum as follows:-

- Mrs S Knights ( Chair)
- Councillor P Gruen
- Mr P Forbes
- Mr J Daulby
- Ms A Moorhouse
- Mr R Hamilton
- Ms S Norfolk

**3. Process**

- 3.1 Nomination(s) for Vice Chair should be made at the Admission Forum meeting on 16 November 2010. A member who has nominated someone may 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 Admissions Forum are asked to note the contents of this report



Agenda Item:

Originator: Dagmar Leonard  
Secretary to the Forum

Tel: 247 4427

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## Report to the Leeds Admission Forum

Date: 16 November 2010

Subject: **TERMS OF REFERENCE AND PROCEDURE OF THE  
LEEDS ADMISSION FORUM FAIRNESS OF ADMISSION POLICIES  
SUB COMMITTEE**

**Electoral Wards Affected:**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

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### 1. Purpose of this Report

To consider the draft terms of Reference and Procedure for a new sub-committee following the recommendation of the Leeds Admission Forum, that a sub-committee is established to examine all school admission policies to ensure they comply with the Department for Education Code of Practice on Admissions.

### 2. Guidance

On the 22 June 2010 the Leeds Admission Forum resolved in minute No. 9 that a Forum sub-committee should be established to consider and make recommendations upon all school admission policies and to ensure that they comply with the DfE School Admissions Code as amended from time to time by 1<sup>st</sup> March in each year.

By Section 85A(2) of the Schools Standards and Framework Act 1998 the Authority is responsible for establishing the Forum sub –committee. The Leeds Admission Forum is responsible for determining the sub-committee's

- Membership and constitution
- Procedure for convening and holding meetings
- Promulgation of advice and recommendations

A draft of the proposed Terms of Reference and Procedure is attached.

### 3. Recommendation

Members are asked to consider and recommend to the Authority the draft Terms of Reference and Procedure in connection with the establishment of the new sub-committee.



## **LEEDS ADMISSION FORUM**

### **Sub Committee to consider the Fairness of Admission Policies**

#### **TERMS OF REFERENCE AND PROCEDURE**

##### **1 Establishment of the Sub Committee**

The Admissions Forum (the Forum) is responsible for determining the sub committee's:-

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

##### **2 Role of the Sub Committee**

- 2.1 To consider all school and academy admission policies to :-
- 2.2 collect and analyse the admission policies to ensure that they comply with the DfE School Admissions Code as amended from time to time by 1<sup>st</sup> March in each year
- 2.3 make recommendations upon the admission policies to the admission authorities in light of both their legality and the fairness in the context of Leeds as whole.
- 2.4 if necessary recommend to the Forum referral to the Schools Adjudicator of the governors of any school which does not comply with the School Admissions Code
- 2.5 obtain copies of the determined admission policies from the admission authorities by the end of April in each year
- 2.6 report back to the Admission Forum on any issues and or concerns arising bearing in mind the role of the Forum as set out in the Forum's Terms of Reference and Procedure.
- 2.7 To report back to the forum on any recommendations made.
- 2.8 The Forum on receipt of information from the sub committee shall consider and where in agreement and it is appropriate promulgate its advice and recommendations to all Admission Authorities, Maintained Schools and Academies within the area of the Local Authority ("the Authority"), and make available such advice and recommendations to any other persons with an interest.

### 3 Membership of the Sub Committee

3.1 The membership of the sub committee is five members. In addition the Chair of the Forum shall also be a member of the sub committee.

3.2 Persons appointed to be members of the sub committee shall, subject to the provisions set out below, hold and vacate office in accordance with the terms of their appointment to the Forum which shall not exceed four (4) years, subject to their remaining eligible. Members may be appointed to serve consecutive terms of office.

3.3 Members of the sub committee shall vacate their office when they cease to be a member of the Forum

#### 3.4 Other Members

The members of the sub committee may recommend to the Forum the appointment to the sub committee as members other individuals, not being members of the Forum, who appear to represent the interests of any section of the local community and whose contribution is considered relevant to the work of the sub committee.

#### 3.5 Tenure of Other Members

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

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

#### 3.6 Alternate Members

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

### 4 Declaration of Interests

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

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

## 5 Indemnification

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

## 6 The Chair and Vice Chair

6.1 The Forum shall elect a Chair and Vice Chair of the sub committee prior to the first meeting of the sub committee and subsequently at the next meeting that falls after the date which is a year after the meeting at which the Chair and Vice Chair was elected.

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

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

6.4 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election.

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

## 7 Secretary to the Forum

The Secretary to the Forum will be available to attend sub committee meetings to advise as required. A Clerk from the Governance Services Section of the Authority will keep a record of each meeting of the sub committee and deal with the administration of sub committee business.

## 8 Venue and Times of Meetings

8.1 Sub committee meetings shall be closed to the public. The minutes and recommendations of the sub committee will however be passed to the Admissions Forum which is open to the public.

8.2 The sub – Committee will meet only during the period December to May in each year the first meeting to commence in December 2010.

8.3 The Secretary will convene a meeting of the sub committee, by giving a minimum of seven (7) working days notice of meetings.

- 8.4 The date of the meeting will be given to the Secretary by the sub committee at the previous meeting, or on the direction of the Chair, or in their absence, the Vice Chair.
- 8.5 The Agenda shall be set by the previous meeting of the sub committee, or if appropriate by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.
- 8.6 The sub committee shall determine the frequency of meetings.
- 8.7 The sub committee may invite interested parties to a meeting of the sub committee if they consider it appropriate to do so having regard to the matters arising for discussion.

9 Quorum

The quorum for any meeting of the sub committee shall be three members.

10 Minutes of the Meeting

The minutes of the meeting, after approval by the Chair or Vice Chair, shall be sent to the Forum.

11 Voting Arrangements

11.1 Decisions will be taken by a majority vote of members present. In the event of an equal number of votes the Chair will have a casting vote. .

12 Public Statements

12.1 Public Statements on behalf of the sub committee may only be made by the Chair or Vice Chair with the approval of the sub committee and the Chair of the Forum.

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

Originator: Viv Buckland  
Tel: 3950907

## **REPORT TO LEEDS ADMISSION FORUM**

**DATE: 16 November 2010**

**SUBJECT: REPORT ON THE SEPTEMBER 2010 ADMISSIONS ROUND**

### **1 Background**

- 1.1 Education Leeds is responsible for allocating children to primary, infant, junior and secondary schools and defending admission appeals for community and voluntary controlled schools. The company is also responsible for co-ordinating admissions between the voluntary-aided and foundation schools, the neighbouring LAs and the Academies.
- 1.2 Over recent years there has been an increase in the birth rate, both nationally, and locally although the number of children entering secondary school is still falling. Previously we have allocated all children that we believe to live in the City a school place even if they have not applied, after all applications have been dealt with. This is no longer possible and there were 140 fewer secondary places allocated, and 60 additional primary places allocated. However as term begins in September many parent who had not previously applied have now done so and a further 480 primary places have been allocated since 1 March. It is increasingly difficult to place these children within a reasonable distance.
- 1.3 As the numbers of children entering secondary school continues to fall in line with the demographics of the City we have been able to offer all children a place in their nearest school if they have requested one. We are expecting a further two years of low numbers entering secondary school before the increases in births begin to pass into the secondary sector.
- 1.4 The on-line service has once again proved popular with parents, with 44% of on time applications using this method to apply for a school place. This is almost double the number who used the service in 2009. In the forthcoming round we are promoting the ease and security of using the online service to more parents and have used the feedback provided by parents to make improvements to the system.
- 1.5 There have been over 100 more secondary appeals this year although primary appeals have remained steady. The number of in year appeals has fallen by 60 and is likely to be due to the number of cases now handled through Fair Access, who are more successfully offered places. The percentage that were successful fell last year by 30% and has fallen by a further 8%.

### **2. Admissions Round**

## 2.1 Percentage of first preferences achieved

	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Secondary</b>	83.9	83.7	86.7	86.6
<b>Primary</b>	88.1	83.2	88.6	94.5
<b>Junior</b>	96.2	96.9	95.3	94.6
<b>Total</b>	86.2	83.7	87.8	90.5

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

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

	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Secondary</b>	96.5	95.5	97.0	97.5
<b>Primary</b>	96.9	91.3	95.1	98.8
<b>Junior</b>	97.3	97.3	96.1	98.8
<b>Total</b>	96.7	93.5	96.1	98.2

## 3. School appeals

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

3.2 The figures below are based on the period from National Offer day on March 1st to the end of July for secondary and primary appeals. The in year appeals cover those appeals that have taken place within the academic year 09/10.

	<b>Granted</b>	<b>Not Granted</b>	<b>Total</b>	<b>% Granted</b>
<b>Secondary</b>	104	296	400	26%
<b>Primary</b>	24	293	317	7.5%
<b>In year</b>	126	183	309	40.8%
<b>Total</b>	254	772	1026	

3.3 The percentage of successful secondary appeals increased this year, largely due to a small number of schools where appeal panels admitted an unusually high number of children. We will be working with the schools to improve their Statements of Case which explain why the school cannot admit any more children. The Choice Adviser offers an advocacy service for parents who need support with their appeal, and the offer letter sent to parents also directs them to the Advisory Centre for Education for further free and impartial advice on appeals.

3.4 The number of primary appeals has remained the same as last year although the number of successful appeals has increased slightly. Most primary appeals are governed by the infant class size legislation where there are only very limited grounds on which a parent can succeed.

3.5 In year appeals have fallen slightly after a very large increase last year. More children are now placed through the Fair Access Protocol which may be helping to reduce the need to appeal. After a significant reduction in the percentage of successful appeals by parents from 78.2% to 48.9% last year, there has been a further fall to 40.8% this year.

#### 4. **Conclusion**

4.1 There has been an increase in the number of applications for admission that have been received in the last year for primary and a small reduction in secondary. The birth rate is rising both locally and nationally and around 250 more primary allocations were made this year. Despite this increase the percentage of successful first preferences has also increased indicating that the programme of expansions that took place was of the appropriate size and location. The number of secondary block appeals has sharply increased this year predominantly concentrated in three schools.

4.2 The number of in year appeals has fallen slightly accompanied by a further fall in the success rate. This indicates that the independent panels do not consider the cases being put forward by parents are strong enough to warrant offering places in schools that are already full. A change in the Appeals Code has meant that fewer schools send representatives to assist Education Leeds presenting officers in defending the appeals, however the preparatory work undertaken on the written statements has proved effective.

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Originator: Viv Buckland  
Tel: 3950907

## REPORT TO LEEDS ADMISSION FORUM

**DATE: 16 November 2010**

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

### 1. **Background**

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

### 2. **Guide for parents**

2.1 The secondary prospectus runs to approximately 80 pages of information. This includes maps of all secondary schools to help parents consider their likelihood of gaining a place at any given secondary school. The secondary booklet also contains all of the admission policies for the Aided and Foundation schools and Academies. As schools continue to change their status it may become increasingly difficult for the booklet to contain all policies. This year we have included more information on sustainable travel and included a summary of the Fair Access Protocol, rather than the whole protocol. There were new regulations due to come into force that would have further extended the information in the booklet, but were revoked by the new government prior to their implementation.

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

Both the primary and the secondary booklets have a copy of the common preference form at the back.

2.3 We also publish a ten page summary booklet for parents giving all key information. This summary is sent out to all parents with a letter advising them of their nearest school. The summary highlights the fact that there is a much larger booklet available free from any school, open evening or directly from the admissions team, and also available on the website. Feedback suggests this smaller summary document is all the majority of parents need, or want, in order to make their preferences. We have updated the summaries and the main booklets to make it clearer whether or not an Aided school requires a Supplementary Information Form.

- 2.4 Admissions officers attended the majority of secondary school open evenings to provide on site advice for parents. This year we have been promoting on-line applications with our pop up stand at all these secondary open evenings and early indications suggest that over 60% of parents have applied on-line for secondary places. Admissions officers are also meeting staff at Children's Centres to help them understand the process. A range of primary schools host an information event for parents and admissions officers are invited to provide information and advice.
- 2.5 Where parents have difficulty with English, rather than provide translated documents, interpreters and use of language line to communicate and answer queries is provided.
- 2.6 We have included copies of all supplementary information forms from Aided schools on our website to assist parents.
- 2.7 Details of sustainable travel and transport facilities available in schools, using sustainable travel symbols, have been included in the booklets. In the primary booklet these sit alongside the guide to before and after school care.
- 2.8 The online service provides the greatest range of information, including links to school websites as well as external websites that may be of interest to parents, such as OfSTED and Advisory Centre for Education.
3. **Recommendation**
- 3.1 The Forum is asked to note the efforts being made to improve the quality and scope of information provided to parents on Admissions. Any feedback or comments would be particularly welcome.

Originator: Caron Tribble  
Tel: 3951224  
Ref

## **REPORT TO LEEDS ADMISSION FORUM**

Date

Venue: Civic Hall

Time: 4.00pm

Subject: Outcome into research into school preferences

### **Summary**

The Leeds Admissions Forum requested that the Choice Advice Service carry out a research project into why parents preference popular schools. Two schools were identified as being popular and the primary schools in the same cluster were approached to take part in the research. There were 7 schools who took part, 270 questionnaires were handed out and 48 parents completed the questionnaire. Parents reported more influences for preferencing popular schools than non-popular schools. The most frequently reported reason for preferencing a popular school was it's reputation. Parents were also more than twice as likely to report, working near the school, the feel of the school and the schools facilities as influences for preferencing a popular schools.

## **Introduction**

Leeds have 38 high schools: 4 of these are Catholic Voluntary Aided schools, 1 is a Church of England Voluntary Aided school, 4 are Academies, 3 are Foundation Schools. In 2010, the Leeds Admissions Forum identified 16 high schools as being oversubscribed. With 2 of those being oversubscribed on 1<sup>st</sup> preferences by more than 50%. These schools were Pudsey Grangfield School and Roundhay School.

Parents have to complete a preference form in the autumn term when their child starts year 6, in line with the co-ordinated admission dates across England. The closing date this year for the Secondary Common Preference forms to be completed was the 31<sup>st</sup> October 2010. National Offer Day when children and parents find out what schools they have been offered is 1<sup>st</sup> March 2010. This process is handled by The Admissions Team in Education Leeds.

The Choice Advice Service is a statutory service that offers independent and impartial advice and support to parents, when looking at applying or appealing for a secondary school place. It sits within the Parent Partnership Service, and is independent of The Admissions Team. The Choice Advice Service will use this research, to better understand parents reasons for wanting to preference and appeal for schools.

The Admissions Forum provides a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admissions arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Their main focus is to consider the fairness of arrangements in their local context.

The Admission Forum, at their June meeting requested that the Choice Advice Service carries out a research project to find out why parents preference popular schools and what can influences their decision.

## **Method**

The three community schools which were the most over subscribed schools, on first preferences (from applications in autumn 2009) were Pudsey Grangefield School (63%), Roundhay School (60%) and Allerton High (47%). Primary Schools were identified in the extended services clusters, which these schools were in (Inner Pudsey Cluster, N.E.X.T Cluster and Alwoodley Cluster) as the best place to carry out this research.

Parents of year 6 children were contacted during the time when they would have been preferencing high school options for September 2011. This was hoped to give accurate feed back as to what was being considered at the time when parents preferencing schools. Every effort was made to make it clear to parents this was not a secondary common preference form, and that they still needed to make a preference by 31<sup>st</sup> October 2010.

Due to the time constraints from when the research was started, and the cost of carrying out the research, primary schools in the Alwoodly cluster were not contacted.

The questionnaire (Appendix 1) was developed to find out what schools the parents were thinking of preferencing, and their reasons for wanting to preference these schools. No identifying information was requested from parents. An envelope was provided for all parents so questionnaires could be kept confidential and only be read by the Choice Advice Service. The questionnaire and accompanying letter were consulted on with parents and approved by the Head of Service of the Admissions Team.

E-mails were sent to head teachers on Friday 17<sup>th</sup> September 2010, with replies requested by Monday 20<sup>th</sup> September. A reminder was sent out on Monday 20<sup>th</sup> September, to remind head teachers of the opportunity of their involvement. There were 7 schools contacted from the N.E.X.T Cluster, with 1 school replying, and 8 schools contacted in the Inner Pudsey Cluster, with 6 schools replying.

Questionnaire packs were sent out to the primary schools on Tuesday 21<sup>st</sup> September. These included a letter to the year 6 teacher (Appendix 2) and for each of the year 6 parents: a letter (Appendix 3), a questionnaire and an envelope.

It was requested that all schools collect completed questionnaires by Friday 1<sup>st</sup> October. Completed questionnaires were collected by the Choice Advice Service on Monday 4<sup>th</sup> October.

The information was inputted into a spreadsheet and the answers analysed for any trends.

## Results

There were 270 questionnaires sent out to 7 different primary schools, from that 48 forms were received, a response rate of 17.7%.

The follow table illustrates what responses were received from what school.

School	Cluster	Number
Greenside Primary School	Inner Pudsey	5
Pudsey Lowtown Primary School	Inner Pudsey	3
Pudsey Primrose Hills Primary School	Inner Pudsey	8
Pudsey Southroyd Primary	Inner Pudsey	10
Roundhay St John Church of England Primary School	N.E.X.T	4
St Joseph's Primary, Pudsey	Inner Pudsey	13
Swinnow Primary School	Inner Pudsey	5

The ethnicity of those who responded is as follows:

Any other White Origin	1
Bangladeshi	1
Kashmir Pakistani	1
Mixed Black Caribbean and White	1
Other	1
Unknown	1
White British	41
White Eastern European	1

All 48 of the parents who responded said that they had or were planning to visit the schools they were preferencing. There were 33 (68%) parents who had read the admissions policy for community schools, and 41(85%) parents felt they understood the policy. Most parents, 32 (66%), had both read and understood the admissions policy. There were 9 parents (18%) who had not read the admissions policy but felt they understood how places were allocated in Leeds. There were 4 parents (8%) who had not read the admissions policy and did not feel that they understood how places were allocated in Leeds.

When parents were asked who would make the decisions about what school to preference the following responses were given:

Decision	Number	%
Child	6	12.5
Parent	35	72.91
Other	4	8.33
No answer	3	6.25

There were 5 parents who felt their child has special needs, and 2 of these children have statements of special educational needs.

There were 5 parents who identified their children as having free school meals.

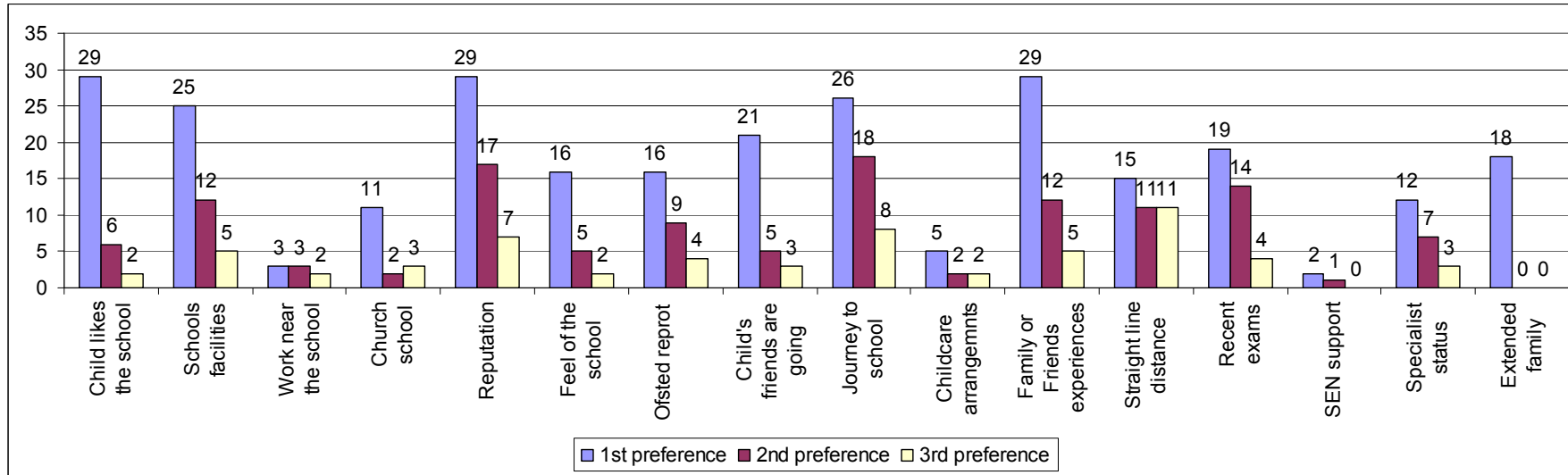
Number of parents preferencing a high schools as 1<sup>st</sup> , 2<sup>nd</sup> or 3<sup>rd</sup> preferences is:

School	Cluster	1st	2nd	3rd	Total
Abbey Grange Church of England School	Inner NW	1	0	1	2
Allerton Grange School	N.E.X.T	0	1	0	1
Benton Park School	Aireborough	0	1	0	1
Boston Spa School	EPOS – Boston Spa	0	1	1	2
Cardinal Heenan Catholic High School	Alwoodley	0	0	2	2
Crawshaw High School	Inner Pudsey	15	9	4	28
Laisterdyke High School	Bradford LEA	0	0	1	1
Leeds West Academy	Bramley	0	2	0	2
Mount St Mary's Catholic High School	Richmond Hill	0	1	0	1
Pudsey Grangefield Maths & Computing College	Inner Pudsey	15	20	0	35
Priesthorpe School	Outer Pudsey	1	0	17	18
Ralph Thoresby School	ESNW	1	0	0	1
Roundhay School	N.E.X.T	2	1	1	4
St Mary's Catholic Comprehensive	Aireborough	11	1	0	12
Wetherby High School	EPOS - Wetherby	1	1	1	3
<b>Total</b>		<b>47</b>	<b>38</b>	<b>28</b>	<b>113</b>
<i>No School Named</i>		<i>1</i>	<i>10</i>	<i>20</i>	<i>31</i>

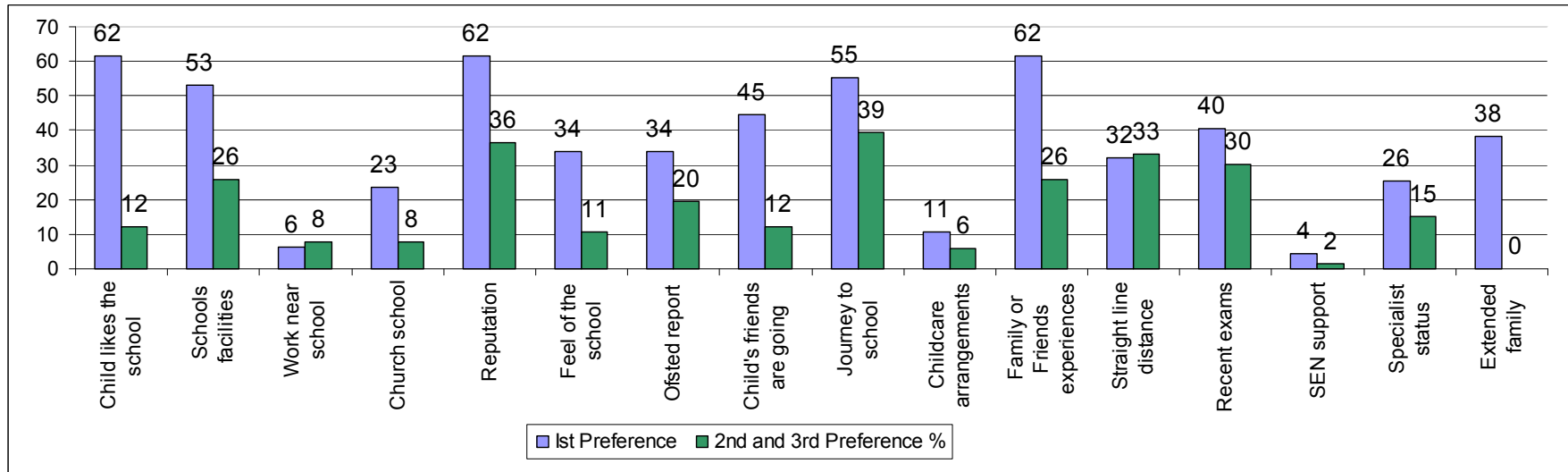
The number of reasons given for preferencing each school were:

	Popular	Popular Mean	Non-popular	Non-popular Mean	Totals	Total Mean
No. of 1 <sup>st</sup> preference reasons	122	7.18	153	4.35	275	5.85
No. of 2 <sup>nd</sup> preference reasons	68	3.4	54	3	122	3.21
No. of 3 <sup>rd</sup> preference reasons	4	4	55	2.03	59	2.10

The distribution of influences for choosing preferences separated by 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference is:

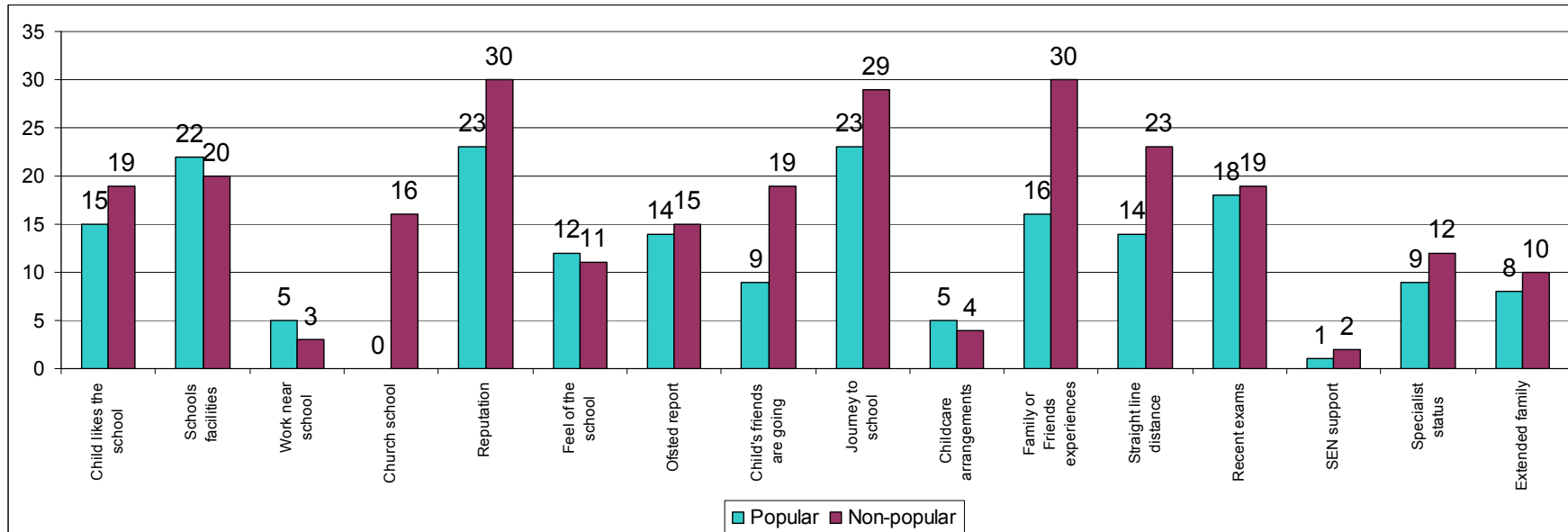


The % of what parents chose as influencing their decision most, separated by 1<sup>st</sup> preference and 2<sup>nd</sup> and 3<sup>rd</sup> preferences:

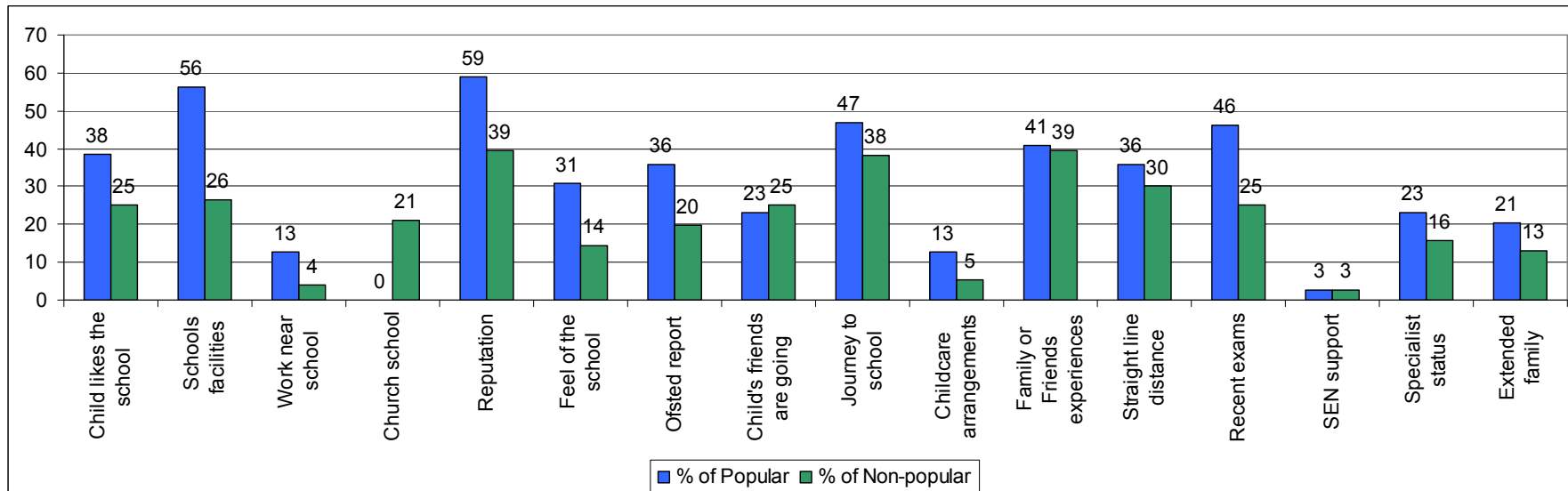




The distributions of influences for choosing preferences separated for popular and non-popular schools are:



The % of what parents chose as influencing their decision most, separated by popular and non-popular schools:



First preference,

Ratios of

% of parents reasons for 2<sup>nd</sup> and 3<sup>rd</sup> Preferences : % of parents reasons for 1<sup>st</sup> preferences

Child likes the school	1 : 5.09
Childs Friends are attending	1 : 3.69
Church School	1 : 3.09
SEN support	1 : 2.80
Family or Friends	1 : 2.39
Schools facilities	1 : 2.06
Childcare arrangements	1 : 1.75
Ofsted report	1 : 1.73
Reputation	1 : 1.70
Specialist Status	1 : 1.69
Journey to school	1 : 1.40
Recent exams	1 : 1.33
Straight line distance	2 : 1.90
Work near the school	2 : 1.68
Extended Family	0

Ratios of

% of parents reasons for preferencing non popular schools : % of parents reasons for preferencing popular schools

Work near school	1 : 3.25
Childcare arrangements	1 : 2.45
Schools facilities	1 : 2.14
Feel of0 the school	1 : 2.13
Recent exams	1 : 1.85
Ofsted report	1 : 1.82
Extended family	1 : 1.55
Child likes the school	1 : 1.54
Reputation	1 : 1.49
Specialist status	1 : 1.46
Journey to school	1 : 1.23
Straight line distance	1 : 1.19
Family or Friends experiences	1 : 1.04
SEN support	2 : 1.94
Child's friends are going	2 : 1.84
Church school	0

## **Evaluation**

When deciding on a method to carry out this research, different methods were considered in how to get the most accurate results.

Contacting year 7 parents would have had the advantage of knowing that the parents did preference a popular school, it would mean contacting fewer schools, and it would gain the parents view over the whole process, including National Offer Day and appeals.

However, it would not necessarily provide an accurate picture of the reasoning for wanting a school at the time of applying, as circumstances may have changed in the past year. A parent having been through the appeals process, will have potentially more reasons why they want a school than their reasoning's for preferencing it when they put it on the form 6 months previously.

If we contacted year 7 parents, we would have to contact the popular schools as we would know parents preferenced that school. However we would potentially have to look at contacting parents from a non popular school that may have preferenced the popular school but were unsuccessful.

This would collect a lot of unnecessary data if the aim is to find out why parent's preference popular schools. Targeting only popular schools would also mean that many parents may state that distance is the main reason for wanting it, as they are likely to live near to the school, which would provide biased results from those who were successful.

The year 6 option had the advantage of gauging what influences a parents decision at the time of making a preference, as opposed to what parents thought had influenced them, although it does loose out on a more comprehensive study on parents view of the whole process. By targeting clusters with a popular school there was potential to find parents who are likely to preference a school due to it's close proximity, but also those parents who are not likely to be offered a place. Although there is still the potential for parents who will not preference the popular school in the cluster, the potential for this could be less so than targeting an alternative high school.

Targeting year 6 parents through primary schools, also gave the option that more vulnerable families would respond as they could be chased up by the primary school, in comparison to the high school.

Although the questionnaire, provided parents with a range of options for what influenced them in preferencing high schools, it failed to gain any information on whether this was the parents first time applying for high school, and if the year 6 child had any siblings at the school. Though this information may have been lost on there reasons for preferencing high schools.

The study had a response rate of 17%, which while a good response rate, was not high enough to make a comparison across the city for reasons for preferencing high schools. There was a low uptake of schools in the NEXT cluster, with only one agreeing to take part in the questionnaire. In Pudsey the uptake by schools was higher with 6 out of 8 schools contacting agreeing to take part. The information collected on ethnicity and those who have free school meals, is not representative of the city. A higher uptake of schools over a more diverse area, may have improved this.

From the parents questioned the majority had read the admissions policy for Leeds community schools and understood it. However 21% of those who said they understood the admissions policy, had not read it. This may be as a result of the year 6 child having older siblings already at school, or it may be due to the parents mis-information about the process.

Comparing the mean average, parents reported there being 2 more influences for choosing their 1<sup>st</sup> preference schools, then their 2<sup>nd</sup> or 3<sup>rd</sup> preference schools. When comparing the mean on popular and non popular schools; parents preferencing popular schools, reported on average there being more reasons for preferencing it as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference compared to the non popular schools 1<sup>st</sup> 2<sup>nd</sup> or 3<sup>rd</sup> preferences. The greatest difference in the mean was the 1<sup>st</sup> preference where parents reported 65% more influences with a mean average of 7.18 influences for popular schools in comparison of 4.35 to non-popular.

The most reported influences for 1<sup>st</sup> preference schools is that their “child likes the school”, “the past reputation of the school” and “Family or Friends Experiences at the school”. Parents were more than 5 times as likely to report the child liking the school as an influence for the 1<sup>st</sup> preference than for a 2<sup>nd</sup> or 3<sup>rd</sup> preference. They were twice as likely to report “friends or families experience at schools” as an influence for preferencing a school 1<sup>st</sup>. “The past reputation of the school”, was frequently reported as a 1<sup>st</sup> preference influence however it was also frequently reported for 2<sup>nd</sup> or 3<sup>rd</sup> preferences, the difference is smaller with a ratio of 1:1.70 for 2<sup>nd</sup> and 3<sup>rd</sup> preferences : 1<sup>st</sup> preferences.

Parents reported that extended family attending the school was an influence for 1<sup>st</sup> preferences but not for 2<sup>nd</sup> or 3<sup>rd</sup>, this could be due to the sibling priority, where the information was not collected.

The most reported influence for preferencing a popular school was its reputation, however this was still the most popular influences for preferencing a non-popular school, with a low ratio of 1:1.45 for non-popular : popular influences. The second most reported influence for popular schools was the schools facilities, parents were twice as likely to report this as an influence in preferencing a popular school. The third most popular reason for preferencing a popular school was the schools exam results, this had a ration of 1 : 1.84 to parents who preferenced it for non-popular : popular schools.

Parents were also more than three times as likely to report that working near a school and twice as likely to report the feel of the school and childcare arrangements as an influence of preferencing a popular school than a non-popular school, although their were not the most reported reasons.

Parents were more likely to report that the “SEN support available”, where their “child’s friends are going” and “it is a church school”, for non-popular schools in comparison to popular schools.

## **Conclusion**

The research carried out was successful in answering the question why parents preference popular schools. However the results cannot be generalised for the population due to the low uptake of the questionnaires by schools.

From the parents who responded nearly 1 in every 5 parents (18%) had not read the admissions policy but felt they understood how school places were allocated in Leeds. It was reported that most parents would be making the decision about what schools to preference, and only 12.5% of the children would decide what schools to preference.

Parents reported more influences for 1<sup>st</sup> preference schools as well as the popular schools. Parents were more than twice as likely to report working near the school, the feel of the school and the schools facilities as influences for preferencing a popular school. The schools reputation, facilities and exam results were influences most reported by parents for popular schools.

The research gives an impression of what influences a parent when they are preferencing high schools in the Inner Pudsey and N.E.X.T. clusters. From this further research could be undertaken if stronger and statistically significant results were required.

It is hoped that the information collated will be of benefit to the Admissions Forum and the Choice Advice Service in their future work.

The Choice Advice Service is here to offer independent and impartial advice and support to families when they are applying or appealing for a High School Place. We are conducting research into the reasons parents preference schools.

**This Questionnaire will not affect the school place your child is allocated.**

What schools do you think you will preference?

- 1.
- 2.
- 3.

For the first school, what factors most influenced your decision?

Your child likes the school		The schools facilities		You work near the school		It is a church school	
The past reputation of the school		The "Feel of the school"		What the schools ofsted report says		Your child's friends are going	
The journey your child would take to school		Current and future childcare arrangements		Family or friends experiences at the school		How far you live from the school in a straight line	
How the school did in recent exams		The SEN support available		The schools specialist status		Your extended family attends the school	

For the second school, what factors most influenced your decision?

Your child likes the school		The schools facilities		You work near the school		It is a church school	
The past reputation of the school		The "Feel of the school"		What the schools ofsted report says		Your child's friends are going	
The journey your child would take to school		Current and future childcare arrangements		Family or friends experiences at the school		How far you live from the school in a straight line	
How the school did in recent exams		The SEN support available		The schools specialist status		Your extended family attends the school	

For the third school what factors most influenced your decision?

Your child likes the school		The schools facilities		You work near the school		It is a church school	
The past reputation of the school		The "Feel of the school"		What the schools ofsted report says		Your child's friends are going	
The journey your child would take to school		Current and future childcare arrangements		Family or friends experiences at the school		How far you live from the school in a straight line	
How the school did in recent exams		The SEN support available		The schools specialist status		Your extended family attends the school	

Are there any other reasons for you preferencing a school that hasn't been suggested?

Have you visited or do you plan to visit the schools you will preference?

Yes No

Have you read the admissions policy for Leeds Community Schools?

Yes No

Do you understand how school places are offered in Leeds?

Yes No

Who will make the final decision on what schools will be preferenced?

You Your child Other

Is there any school(s) you are worried about being offered that you will not put on your form?

Does your child have Special Educational Needs?

Yes No

If Yes, do they have a statement?

Yes No

Does your child have free school meals?

Yes No

What would best describe your ethnic origin?

Bangladeshi		Traveller - Irish Heritage	
Chinese		White British	
Indian		White Eastern European	
Kashmir Pakistani		White Western European	
Kashmir other		White Irish	
Other Pakistani		Any other white Background	
Other Asian		Mixed Asian and White	
Black African		Mixed black African and white	
Black Caribbean		Mixed black Caribbean and white	
Any other black background		Any other mixed background	
Gypsy Roma		Any other ethnic group	
		Refused to answer	

**Thank you for taking the time to complete this questionnaire.**

All answers will remain confidential; they will not be shared with any Primary or High Schools, or the Admissions Team. At no point in the presentation of results will you be identified. The results of this research will be used to advise the Education Leeds Admissions Forum.

Choice Advice Service  
Contact: Caron Tribble  
Telephone: (0113) 39 51224  
Mobile: 07891 277518  
E-mail: [choice.advice@leeds.gov.uk](mailto:choice.advice@leeds.gov.uk)

Date:

School Name / Year 6 Teacher

The Choice Advice Service offer independent advice and support around the admissions service and work as part of the Parent Partnership Team. We are carrying out research to find out what factors are considered when preferencing high schools. This information gained from the research will allow the Choice Advice Service to better support parents and will also be fed back to the Leeds Admissions Forum.

We are inviting parents of year 6 parents in the Inner Pudsey cluster to take part, as well as year 6 parents in other clusters in the city. We would be grateful if you could support us in this. We have provided each parent / carers with a covering letter, questionnaire and envelope to return the questionnaire in. The results are to remain confidential and are only to be looked at by the Choice Advice Service; we would appreciate your cooperation with this.

The success of this research depends on parents / carers responding. We have asked the parents to return the questionnaire by **Friday 1<sup>st</sup> October**, and return it to your primary school. We will then collect the completed questionnaires on **Monday 4<sup>th</sup> October**.

The report of the results will be available from the Parent Partnership Service website from the 1<sup>st</sup> December 2010.

If you have any questions regarding this research, please contact me on the details above. Thank You for your support and cooperation with this project at this busy time of year.

Kind Regards

Caron Tribble  
Assistant Choice Adviser



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Date:

Dear Parent/Carers

The Choice Advice Service offer independent advice and support around the admissions service and work as part of the Parent Partnership Team. We are carrying out research to find out what factors are considered when preferencing high schools. This information gained from the research will allow the Choice Advice Service to better support parents and will also be fed back to the Leeds Admissions Forum.

We are inviting parents of year 6 parents in the NEXT clusters to take part, as well as year 6 parents in other clusters in the city.

**The information you provide will remain confidential.** It will not be shared with any school or the admissions team. You or your child will not be able to be identified from the results. **The information will only be seen by the Choice Advice Service**, we are separate to the Admissions Team who will make the offer of a school place for your child. **The information you provide will not effect the schools you preference, you still need to complete a common preference form.**

The success of this research depends on parents / carers responding. We would be grateful if you could complete the short questionnaire by **Friday 1st October**, and return it to your primary school in the envelope provided.

The report of the results will be available from the Parent Partnership Service website from the 1<sup>st</sup> December 2010. If you would like a copy and do not have access to the internet please contact the Choice Advice Service after this date.

If you have any questions regarding this research, please contact me on the details above.

Kind Regards

Caron Tribble  
Assistant Choice Adviser

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Originator: Lesley Savage  
Tel: 275711



# REPORT TO LEEDS ADMISSION FORUM

DATE: 16 November 2010

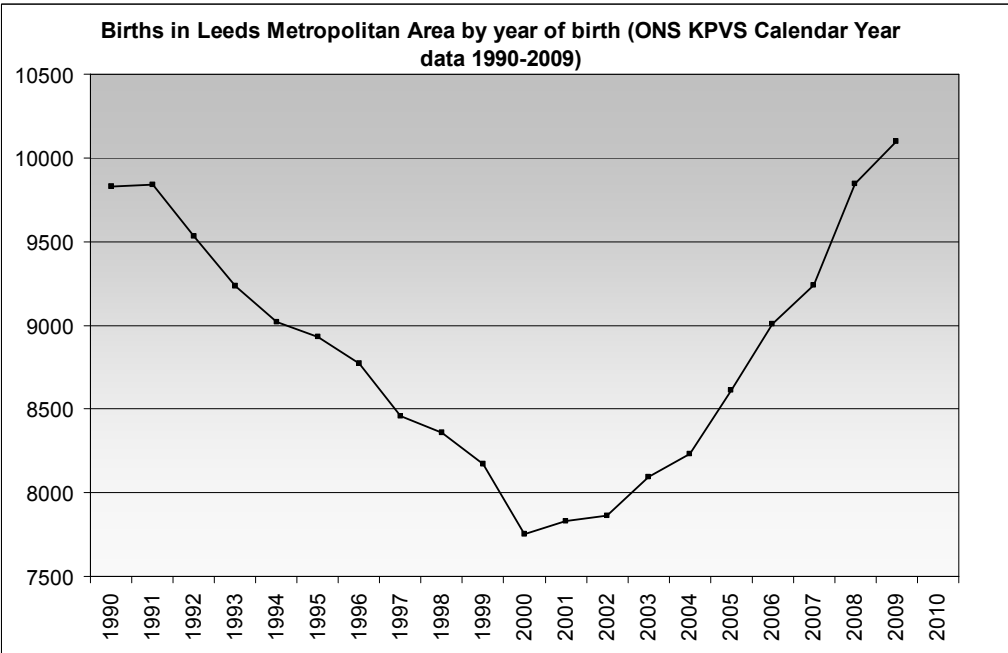
SUBJECT: DEMOGRAPHIC REPORT NOVEMBER 2010

## 1. Background

1.1 This report contains the school organisation team’s annual update on the demographic picture in Leeds.

## 2. Authority wide demography

2.1 The birth rate has been rapidly increasing in Leeds for some years. From a low point of 7,600 births in 2000, the latest birth data shows 10,200 children born in the year to September 2010. To meet rising demand for school places, some 560 additional reception places have been created since 2009, and to continue to ensure one place for every child born city wide, we need to create on average 300 to 400 new reception places every year, equivalent to 10-13 new 1FE primary schools.



2.2 The pressure continues to vary across the region, with the inner east and inner north east facing the greatest pressure. In this area several adjoining planning areas all face pressure, which may mean a drop in the number of first preferences achieved, and late applicants in particular facing significant journeys to access a school place.

Planning Area	Schools	Places	Projections	
		2012	2012	2014
Burmantofts	Brownhill, Ebor Gardens, Shakespeare, St Patrick's Catholic, St Peter's CE	225	293	308
Harehills	Bankside, Harehills, Hovingham, Oakwood, St Augustine's Catholic, St Nicholas' Catholic, Woodlands, Wykebeck	505	602	646
Roundhay / Wigton	Gledhow, Talbot, Immaculate Heart of St Mary's Catholic, Kerr Mackie, Moor Allerton Hall, Moortown, Roundhay St John's CE, Highfield, Wigton Moor	480	547	573
Meanwood	Carr Manor, Meanwood CE, Mill Field, St Urban's Catholic	180	174	187
Chapel Allerton	Bracken Edge, Chapel Allerton, Hillcrest, Holy Rosary and St Anne's Catholic, St Matthew's CE	255	314	307
TOTAL	31 schools	1645	1930	2021

2.3 Pudsey and much of the outer West, along with the outer East faces some of least pressure.

2.4 Whilst the smallest year 7 cohorts will be entering secondary school in September 2011 and 2012, the numbers then begin to rise rapidly. There is very little flexibility in the secondary sector, particularly in the south and east of the City. As the 10,200 children reach reception age in 2014, we will also be facing a shortage of secondary places in some areas of the City. Planning for these larger numbers is underway, however the magnitude of birth rate increase is the equivalent to two new secondary schools each year. Clearly there will be a number of expansion plans in certain areas, prior to reaching the point of new schools. However the statutory requirement to hold competitions for any new school proposal sets out a timetable which means that we potential sites will need to be identified sooner rather than later.

### 3. Approach to solution finding and timelines

3.1 Having reflected on previous statutory processes the approach to planning has been improved. The informal planning discussions are now started earlier, and ward member briefings in the areas of greatest need for 2012 were held in the summer. These described the local issues, and sought input at the earliest stage to identify possible solutions to the need for additional primary places. A joint planning group including representation from School Improvement, Early Years, and Inclusion meets regularly to consider the planning of all learning places in Leeds to ensure a holistic approach.

3.2 Wherever possible Education Leeds has sought to build on the support of head teachers and governing bodies in developing proposals. This ensures the best possible outcomes for children and young people, and provides a positive and constructive platform to deliver sustainable and successful provision.

3.3 Proposals to create a further 240 permanent reception places for September 2012 are being taken to Executive Board's December meeting for permission to consult. The statutory process timeline means a final decision can be expected in July 2011 in time for parents applying for places in the autumn.

3.4 As the extent of provision required increases and options for expansion of the existing estate are minimal there is a need to become more creative and extend the range of potential solutions. New sites will be essential to the delivery of the ongoing need, and the potential for use of other council owned land and assets is being assessed. Community centres, libraries and office spaces are being evaluated, though this work is in its infancy. There are significant cost and legal implications to model. The option of renting accommodation is also being considered. Options which can be realised for 2012 include:

- Expansions
- Split site primary schools – requires sites to be relatively closely located as legally one school can only have one admissions point for each phase
- Creation of 4-19 schools – this can be by changing the upper age limit of a primary or the lower age limit of a secondary. Consideration of how to build on existing expertise in the new phase would be key.

3.5 If seeking to open a new school, the authority must hold a competition, and cannot simply open a community school. The statutory process involves consulting on a specification, inviting and evaluating bids, and making a final decision on who should run the school. This means that to establish places for 2013 we would aim to start the process in spring 2011.

3.6 Increasingly consideration of small inner city schools and larger 3FE schools will need to be given. Free Schools, which are outside of local authority control, will need to be factored into strategic planning. Some schools may offer limited permanent expansion opportunities, but be able to accommodate a bulge year, possibly until a longer term solution can be implemented. Whilst this can mean preference patterns in later years can be distorted by higher numbers of siblings gaining priority, it can offer some flexibility in areas where the birth rate fluctuates more.

#### 4. **Conclusion**

4.1 Admissions forum is asked to note the content of the report, including:

- Significant ongoing need for additional reception places
- Significantly increasing year seven cohorts entering secondary from 2013

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Originator: Viv Buckland  
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Ref AF workprogramme

## REPORT TO LEEDS ADMISSION FORUM

Date: 16<sup>th</sup> November 2010  
Venue: Civic Hall  
Time: 3.00pm

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

#### **MEETING DATE 16<sup>th</sup> 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. Oversubscribed Schools Identifying the reasons why they are chosen

#### **MEETING DATE 1<sup>st</sup> MARCH 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
- 4 Migration of Children from Colton to Primary Schools within Garforth

#### **MEETING DATE 14<sup>th</sup> JUNE 2011**

- 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 Customer service satisfaction with the admissions service
- 6 Admission to the Sixth Form

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Originator: Viv Buckland  
Tel: 2474956

## **REPORT TO LEEDS ADMISSION FORUM**

**DATE: 16 November 2010**

**SUBJECT: Proposed consultation on admission arrangements for the September 2012 round**

### **1 Background**

- 1.1 The local authority is required to consult each year on the Council's admission arrangements and prepare a report for the Executive Board meeting in March / April. The consultation process is prescribed for all admission authorities, including academies, foundation and voluntary-aided schools.
- 1.2 The consultation covers the coordinated scheme, relevant areas as well as the admission policy for community and voluntary controlled schools. All other admission authorities will consult on their admission policies. Education Leeds will publish a public notice advising parents of the consultation and where they can find information, and how they can make their views known.
- 1.3 Legislation was introduced in December 2008 to accompany the School Admissions Code which came into force in February 2009. There were two significant changes relating to the coordinated scheme which required local authorities to fully coordinate all applications for school places. The full coordination came into effect in September 2010.
- 1.4 The admission forum must consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the local authority. They must also consider the effectiveness of the authority's proposed coordinated arrangements and the means by which admissions processes might be improved as well as how actual admissions related to the admission numbers published.

### **2. Coordinated Scheme – In year**

- 2.1 From September 2010 all in year transfers had to be fully coordinated in line with the published scheme. This means that parents wishing to apply for any school place at any point in time will only contact the local authority. No academy, foundation or aided school will be able to offer places directly to parents but are required to do so through the local authority. The local authority is able to ensure that any parent refused a place in any school is offered their right of appeal.
- 2.2 To be able to handle the additional volume of transfer requests and still ensure that children are allocated a school place in a timely way it is proposed that we consider using in year waiting lists. At present all applications are dealt with as they arrive. It is possible for a place to be allocated to a child on one day from some distance away, but a request arrive the next day for a family living much nearer. On occasions parents apply for a place in a popular school where they have received information from someone at the school about a place becoming available. This can be very unfair for other parents and would be resolved if waiting lists were used.
- 2.3 As with any change there are both positive aspects and potential issues. With applications to

both Reception and year 7 the legislation already compels us to hold a waiting list until 31 December, a full term after the children have started. Each year there are a number of issues that arise where parents elect to remain on the waiting list, their child settles into the allocated school, and is then disrupted part way through the term when a higher preference is offered. Often the place their child previously occupied is offered to another family leaving them with no choice but to change school. The decision to remain on a waiting list is entirely the parents'.

- 2.4 Despite the potential disruption to the child that can be caused, there are also some good reasons why a waiting list is useful. At present when a parent is refused a place at a school and offered their right of appeal, the application is closed. If there were an option to also be placed on a waiting list this would mean that if a place became available soon afterwards the parent would still be considered for the place. This would be particularly useful where a parent does go on to appeal. Allocations would occur, in oversubscribed schools, whenever we are notified of a vacancy, and would be according to the criteria of the policy, rather than the good fortune of applying at the time of the vacancy. Administratively the coordination would be simpler and more efficient.
- 2.5 We believe it is appropriate to consult on the holding of in year waiting lists. We would welcome views from the Admission Forum on two matters. Firstly their views on the relative merits or otherwise of in year waiting lists and whether they consider they should be introduced. And secondly if we were to introduce in year waiting lists, how long they should remain open, for example a term, or an academic year. Although we are seeking initial views from Admission Forum we will feedback the outcome of the consultation process for Forum to take an overview of the responses before a recommendation is made to the Executive Board of the Council.

### 3.1 **Coordinated scheme – annual cycle**

- 3.2 A coordinated scheme has been in place for primary and secondary schools for some time. Each year these are updated to reflect new dates and any changes to legislation. There are no significant changes to the coordinated scheme this year as many changes were introduced last year in line with the legislative changes. The full documents will be forwarded to Admission Forum members along with the consultation document in December.

## 4 **Analysis of socio-economic factors**

- 4.1 Admission Forum may recall we undertook some analysis of children who had secondary schools as their nearest but were habitually unable to gain a place. The analysis specifically considered whether or not the housing closer to the school, where parents were successful with places, was more expensive than housing further away where the children did not gain places. This was to ensure that economic factors were not affecting the local operation of the admission policy. As an outcome of that analysis Admission Forum gave advice that existing and forthcoming academies, and foundation schools who did not have a faith based policy, must include the 'nearest criteria' within their admission policy. This would ensure that no child was left without a meaningful priority school, and that economic factors were not inhibiting the operation of the policy. DYCA was the only academy at that time and they willingly complied with the advice from Forum, as has each academy and foundation school that has subsequently emerged.
- 4.2 We have recently undertaken a similar exercise with the oversubscribed primary schools. We looked at all of the schools where the nearest children were not all able to gain a place at the school. The council tax bands were used as a proxy indicator of house price, as well as considering the ACORN data, and we looked at whether the housing close to the school was relatively more expensive than that in the areas where the children were unable to gain a place. There were no schools where this was the case and the conclusion was that there were no further changes necessary to the policy in respect of this matter. We will continue to monitor the situation and will advise the Forum if this changes.

## 5. **Analysis of the sibling priority**

- 5.1 The sibling priority was considered in previous School Admission Codes to be good practice but views have been expressed nationally that have suggested that the sibling link is unfair. The most recent Code still describes the importance of considering the whole family in respect of the sibling link at primary school, but at secondary school there was a subtle shift away from promoting it as good practice. Although we are not proposing the removal of the sibling link we are interested in the views of the Admission Forum about some possible changes to the priority.
- 5.2 In the most recent admission round all children who asked for their nearest secondary school were able to be offered a place, as well as all siblings. There are an increasing number of primary schools where not all nearest children could be offered a place, and as the birth rate increases begin to affect secondary schools in 2013 it is prudent to consider how the sibling factor affects the admission policy.
- 5.3 At present our admission policy for community and voluntary controlled schools gives priority to siblings ahead of those who have the school as their nearest, and then those who have another school as their nearest, according to their distance. This means that siblings will qualify for places from a much greater distance, in some cases, than other children. It occurs when children have gained places from further afield in a lower birth year, or when parents have gained a place at the school and then moved further away. At one primary school this year, nearest children were unable to gain a place, but a sibling living more than 6 miles away was offered a place. This is a matter that leads to parental complaints.
- 5.4 The majority of Catholic schools already operate a policy which differentiates between Catholic siblings and non-Catholic siblings. They have faith based policies and are permitted to draw a distinction between applicants this way. As a consequence there are non-Catholic siblings who are not offered a place at some of the Catholic schools each year. In a number of other local authorities, including Bradford and North Yorkshire, they differentiate between siblings who live in their priority area and those who live elsewhere. Children living within the catchment area are given priority after siblings who live in the area, but before siblings who live outside of the area.
- 5.5 Around a third of applications each year are under the sibling criteria. Many of those siblings have the school they are applying to as their nearest (approx 60%) and would have qualified for a place without the sibling priority. We used the applications in this year's primary round to model an alternative policy and analysed the results. The sibling criteria was altered slightly to give siblings who did not have the school as their nearest priority *after* children who did have the school as the nearest. We then re-ran the whole allocation to see what the effect would be. For schools that were undersubscribed there was no effect. For schools that were oversubscribed but had previously been able to offer all nearest children a place, there was no significant effect. This is the outcome we were anticipating as the change should only significantly affect those schools where the nearest could not all be offered a place.
- 5.6 Of the 19 schools where the nearest could not all be offered places, there were five where there was no net change. This occurred where the siblings who had applied also all had the school as their nearest. However there were 14 schools where the offers made would have been different, varying between one and seven siblings who would not have been offered a place. The analysis is attached as an appendix for you to consider.
- 5.7 The issue is one of fairness. At primary school the children are too young to travel unaccompanied when they start school. There are also the practicalities of childcare and it is therefore fair and reasonable to maintain the sibling criteria to ensure that children can attend school together. However where parents apply to a Catholic school, as non-Catholics, they do so knowing that their younger siblings may not be able to attend the same school. It is important that we consider overall whether it is fairer that our long standing priority for nearest children is as meaningful as we can make it, or whether the sibling link for ALL children is more important. If we consider the example of West End Primary, 3 children who had the school as

their nearest were refused places this year. If siblings who did not have the school as their nearest were given a lower priority, then all nearest children would have been allocated a place, as well as four of the non-nearest siblings. The three siblings turned away would have been allocated places in Guiseley, Yeadon and Pudsey, all of which are closer to where they live.

- 5.8 In secondary school we have the lowest two birth cohorts about to enter year 7 in 2011 and 2012. To change the sibling link at this time would have no net effect to the allocations. However as we move into the higher birth years from 2013 entering year 7 we should consider the same issue. Young people in year 7 are, in most cases, able to travel to school unaccompanied, and the childcare issues are significantly different than for four year olds. The consideration of fairness is balanced differently. There is the ability to consider a change to the policy in a year where there would be only a very slight possibility of it affecting a family, so that parents choosing a school at that time would be aware that their younger siblings in future years may not have an automatic expectation of a place, if they are choosing a school that is not their nearest school. Forum is being asked to consider the effect of the sibling criteria and put forward their views on consulting on a change to the criteria. You are asked to consider primary and secondary as separate issues.

## 6. **Changes to admission numbers**

- 6.1 Due to the increasing birth rate in Leeds there will be a need to expand a number of primary schools in 2011. Discussions are proceeding with most schools in the City about the potential changes in their area and it will be December before a full list of schools will be available. At that time a further report will be sent to members of the Admission Forum identifying the schools. As per the legislation all increases in admission number will be submitted to the unions representing staff at the schools for their views.
- 6.2 Known changes for consultation at present include Middleton St Mary's who are requesting an increase from 50 to 60. They wish to add accommodation themselves to facilitate this increase and the local authority have no objections to their request. Middleton St Phillips are seeking an increase from 25 to 30 which we consider to be wholly appropriate.
- 6.3 Micklefield CE Primary is seeking to reduce their admission number from 30 to 20 as they do not have sufficient accommodation to support the higher number of 30. The births in the area would support the lower number. Corpus Christi Primary are also seeking a reduction from 50 to 45 due to accommodation issues although the birth rate in that area is increasing.
- 6.4 Oulton Primary is receiving a new building through the primary capital programme and will be increasing from 50 to 60 in line with the new accommodation. This is to support increasing births in the area. Richmond Hill Primary has already been through a statutory process to increase its admission number from 60 to 90 in 2012. Again a new building is being delivered on the site.
- 6.5 Wykebeck Primary and Bracken Edge Primary both have admission numbers of 45 and we are seeking to increase these both to 60. There will be a full statutory consultation in respect of these two schools if the Executive Board of the Council give their permission.
- 6.6 Allerton High has requested a small increase from 180 to 185. Having settled into their new building they believe their curriculum delivery model would be better served by admitting 185. The school is extremely popular with parents and the standards are good. The local authority is happy to support their request for an increase and believe it would better serve the community.

## 7 **Conclusion**

- 7.1 The coordinated schemes have been updated to reflect the latest legislation and the requirement for full coordination. It is proposed that we consult on whether or not to hold in year waiting lists from September 2011. Changes will be required to primary school numbers

as outlined above. Any further changes will be brought to the attention of the sub committee for discussion, as well as being forwarded to all members of Forum. We are seeking Admission Forum's views on possible changes to the sibling criteria prior to proceeding to consultation.

## 8 **Recommendation**

### 8.1 That Admission Forum

- Offer their views on holding of in year waiting lists and; if they are to be held, the length of time they consider it is appropriate to hold them.
- Consider the possible changes to the sibling criteria and whether it would be timely for the local authority to consult on such changes to either the primary or secondary applications.
- Consider the currently proposed admission number changes.

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