



LEEDS ADMISSIONS FORUM

Meeting to be held in on
Tuesday, 1st March, 2011 at 4.00 pm

MEMBERSHIP

COUNCILLORS

Councillor P Gruen
Councillor J Dowson

PARENT/GOVERNORS

Mrs L Bryan - High School
Mrs S Knight – 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
Vacancy - Foundation School

ACADEMY

Mr P Forbes - David Young
Academy

OTHER MEMBERS

Mrs A Moorehouse -
Ms A Williamson – Choice Advice
Service

COLLEGE MEMBERS

Mr A Warning – Joseph Priestley College

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14	<p>ANY OTHER BUSINESS</p> <p>To consider other business (If any)</p>	
15	<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Forum will take place on Tuesday 14th June 2011 at 4.00pm in the Civic Hall, Leeds</p>	

Agenda Item 4

Leeds Admissions Forum

Tuesday, 15th February, 2011

PRESENT: Councillor P Gruen in the Chair

Councillor J Dowson – Leeds City Council
Mrs S Norfolk – Leeds Primary Care Trust
Mr R Raj – Muslim Community Representative
Mrs F Beevers – CE Diocese
Ms F Woolaston – Community School
Mrs H Lewis – Jewish (Aided) School
Mr R Madeley – Controlled School
Ms A Williamson – Choice Advice Service

In Attendance

Mrs V Buckland – Education Leeds
Ms L Savage – Education Leeds
Ms Simms – Education Leeds
Mrs A Oldroyd – Legal Services
Mr J Grieve – Governance Services

33 CHAIR'S OPENING REMARKS

The Chair welcomed everyone in attendance and introduced Mrs Sally Norfolk representing the Leeds Primary Care Trust who was attending her first meeting of the Forum.

The Chair also announced that Mrs Dagmar Leonard, Secretary to the Forum would shortly be retiring from the City Council. Although not in attendance Forum Members joined the Chair in expressing their best wishes to Mrs Leonard in her forthcoming retirement

The Chair requested that a letter of appreciation on behalf of the Forum be sent to Mrs Leonard

34 APOLOGIES FOR ABSENCE

Apologies for Absence were received from: Mrs L Bryan, Mrs S Knights, Mr R Hamilton, Mr J Daulby, Mr P Forbes and Mrs A Moorehouse

35 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 16th November 2011 were submitted for comment and approval

Referring to Minute No. 26 Review of the Published Advice to Parents and Choice Advisors, Mr Madeley requested that the fifth paragraph be amended as follows to provide greater clarification:

“Commenting on the use of symbols within the booklet, Mr Madeley raised a potential area of confusion for parents; B = Breakfast Club and O = Out of School Care. Mr Madeley suggested that schools who provided Before School Care with no breakfast Club were also indicated with a symbol “

RESOLVED – That with the inclusion of the revised wording the minutes were accepted as a true and correct record

36 MATTERS ARISING FROM THE MINUTES

- (i) Update on Membership – Leeds Admission Forum (Minute No.19 refers) – Referring to the Foundation School vacancy the Chair sought clarification as to who could be the schools representative on the Forum; Headteacher or Governor?

In providing a response the Secretary to the Forum confirmed that the nomination must come from the Governing Body, therefore the Headteacher or a Governor were eligible

Referring to the vacancy on the Local Community Category, the Chair reported that no response had been forthcoming from the Youth Council and sought the views of Members for an alternative representative.

Mr Raj suggested a SEN Representative (Special Education Needs) commenting that currently this group was not represented on the Forum

The Chair and other Members welcomed this suggestion

RESOLVED –

- (i) That the Secretary to the Forum in consultation with Education Leeds be requested to seek a nomination from a Foundation School to fill the current vacancy
 - (ii) That the Secretary to the Forum in consultation with the Advisory Member to the Executive Board and Education Leeds be requested to seek a nomination from the Special Education Needs sector to fill the vacancy in the Local Community Category
- (ii) Proposed Consultation on Admission Arrangements for September 2012 Round (Minutes No.32 refers) – The Chair sought an update on the Consultation Process.

In providing a response Mrs Buckland, Head of Service, School Access Service reported that the Consultation period had now closed. The feedback

had been very good with over 100 response received. A report providing greater analysis of the Consultation Exercise would be prepared for the next meeting of the Forum on 1st March 2011

The Chair thanked Mrs Buckland for the update

37 PRIMARY SCHOOL EXPANSIONS – CONSULTATION

Forum Members received and considered copies of the Primary School Expansion – Consultation with a view to offering comment prior to the closure of the consultation process on 18th February 2011.

In addressing the documentation Ms Savage said there were five proposals contained within the consultation exercise:

- (a) Proposals to create additional Primary Provision in the Roundhay/Moortown area from September 2012 to be run by Allerton Grange School
- (b) Proposals to expand Bracken Edge and Wykebeck Primary Schools from September 2012
- (c) Proposals to create additional Primary Provision in the Meanwood Area from September 2012 to be run by Carr Manor High School
- (d) Proposal to expand Little London Primary School from September 2012
- (e) Proposal to create additional Primary Provision in the Roundhay area at Elmete Lane from September 2012 to be run by Roundhay School Technology College

In the discussion that ensued Forum Members made the following observations on each of the proposals:

Additional Primary Provision in the Roundhay/Moortown area to be run by Allerton Grange High School

Operated by Allerton Grange High School introducing a Primary element (Through School)

Some additional building accommodation

New Primary School Provision based on adjacent land to the school

Reception admission limit 60 places

Year 6 pupils would remain on roll of the school into year 7 by right, but still have opportunity to apply for an alternative year 7 place

School would require expertise and assistance from Partners to integrate Primary Provision

Expand Bracken Edge and Wykebeck Primary Schools

Expanding existing sites
Some additional building accommodation
Increasing admission limit from 45 to 60
Recent Ofsted Reports both Satisfactory

Additional Primary Provision in the Meanwood Area to be run by Carr Manor High School

Operated by Carr Manor High School introducing a Primary element (Through School)
Some additional building accommodation
New Primary School Provision based on adjacent land to the school
Reception admission limit 60 places
Year 6 pupils would remain on roll of the school into year 7 by right, but still have opportunity to apply for an alternative year 7 place
School would require expertise and assistance from Partners to integrate Primary Provision

Proposal to expand Little London Primary School

Proposals to increase the admission limit from 30 to 90
Uses second site off Cambridge Road – to be run as Infant and Junior sites
Single drop off point being suggested by the school which would assist parents
Recent Ofsted Report Good.
Some flooding issues on alternative proposed site which are currently being investigated
Governing Body would require the capability and leadership to operate effectively over split site (Make the 2 school sites work as 1)

Additional Primary Provision in the Roundhay area at Elmete Lane to be run by Roundhay School Technology College

Operated by Roundhay High School introducing a Primary element (Through School)
New Primary School Provision based on remote site located at Elmete Lane, Leeds
8
Reception admission limit 60 places
Year 6 pupils would remain on roll of the school into year 7 by right, but still have opportunity to apply for an alternative year 7 place
Members expressed concern that pupils from other nearby Primary Schools may have a reduced chance of entry into Roundhay High School as a consequence of the feeder status
School would require expertise and assistance from Partners to integrate Primary Provision

RESOLVED – That the views of the Leeds Admission Forum in response to the Consultation process be recorded as follows:

- (i) That the proposals to create additional Primary Provision in the Roundhay/Moortown area from September 2012 to be run by Allerton Grange School be supported subject to the necessary funding being identified
- (ii) That the proposals to expand Bracken Edge and Wykebeck Primary Schools from September 2012 be supported subject to the necessary funding being identified
- (iii) That the proposals to create additional Primary Provision in the Meanwood Area from September 2012 to be run by Carr Manor High School be supported subject to the necessary funding being identified
- (iv) That the proposal to expand Little London Primary School from September 2012 be supported subject to the necessary funding being identified
- (v) That the proposal to create additional Primary Provision in the Roundhay area at Elmete Lane from September 2012 to be run by Roundhay School Technology College be supported subject to the necessary funding being identified

(Under the provisions of Procedure Rule 16.5 Mrs Beevers required it to be recorded that she abstained from voting on Resolution (v) above)

38 ANY OTHER BUSINESS

There were no issues raised under any other business

39 DATE AND TIME OF FUTURE MEETINGS

RESOLVED - To note that future meetings of the Leeds Admissions Forum will be arranged as follows:

Tuesday 1st March 2011

Tuesday 14th June 2011

All meetings to take place in the Civic Hall, Leeds commencing at 4.00pm

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Challenging and Vulnerable Children Sub Committee

Wednesday, 16th February, 2011

PRESENT: Councillor Mrs S Knights in the Chair

Mr P Forbes, Ms A Moorehouse,
Ms S Norfolk

In Attendance:

Mrs R Phillips – Education Leeds
Miss J Andrew – Education Leeds
Mrs A Oldroyd – Legal Services
Mr J Grieve – Governance Services

39 CHAIR'S OPENING REMARKS

The Chair welcomed everyone in attendance and extended a special welcome to Sally Norfolk representing the Leeds Primary Care Trust who was attending her first meeting of the Sub Committee

40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Daulby, Mr R Hamilton and Councillor P Gruen

41 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 2nd November 2010 were submitted for comment and approval

RESOLVED – That the minutes of the meeting held on 2nd November 2010 be accepted as a true and correct record

42 MATTERS ARISING FROM THE MINUTES

There were no issues raised under Matters Arising from the Minutes

43 UPDATE ON FAIR ACCESS PROTOCOLS

The Sub Committee considered a report by the Director of Children's Services which provided an update on the operation of the Fair Access Panels and the admission of children during the academic year 2010/11

Addressing the report Mrs R Phillips, Fair Access Manager, Education Leeds reported that the operation of Fair Access Panels was working well, Secondary Panels continued to sit on a monthly basis to consider parental preferences. There had not been any directions to schools so far this academic year and all young

people who had been discussed at Panel, who did not have a school place, had been offered one.

Commenting on Fair Access Panels for Primary schools, Mrs Phillips said the Panels continued to sit as and when required. Occasionally the Fair Access Officer was called upon to procure resolution without a Panel. However, it was important for the cluster to meet to find the most appropriate placement for a young person.

Schools continue to develop stronger relationships both within and outside of their own Wedges. This had enabled more schools to offer 'managed moves' for young people, for a variety of reasons who may benefit from a 'fresh start' or because they believed that a change of school was the answer to an issue they were experiencing.

Commenting on the Fair Access process overall, Mrs Phillips suggested that there could be many changes that may effect how Fair Access Panels work or are funded in the future. Firstly, the Education Bill which proposes that Behaviour and Attendance Partnerships are no longer statutory. In Leeds these partnerships are enshrined within the Area Inclusion Partnership (AIP) and it remains to be seen how this will affect the AIP's and their current funding stream. This funding stream is used by the Fair Access Panels to support the inclusion of young people into educational provision, for many this means costly alternative provision.

Another major change that may impact on the Panels is the inclusion of Education Leeds into Children's Services and the proposed changes to increase locality working from a five wedge model to a three wedge model . Whilst it is not envisaged that this will have any immediate impact officers will continue to reflect and work with each Panel and consult on any changes that they may feel are appropriate and of benefit to the process.

Finally, the Government are currently reviewing the School Admissions Code and it is possible that this may also impact on the Fair Access Protocols and possibly the Fair Access Panels but this remains to be seen.

RESOLVED – That the update on the Fair Access Protocols be noted

44 ADMISSIONS OF "HOMELESS" CHILDREN

The Sub Committee considered a report by the Director of Children's Services which set out the admission arrangements of "homeless" children.

Addressing the report Mrs Phillips, referring to the School Admissions Code 2008, said the Code lists the compulsory categories that the Local Authority must include in their agreed Protocol. One of these categories was 'Homeless children'. The Code does not give any guidance as to who may qualify under this category or what they judge 'homeless' to mean, therefore it was difficult to define when a young person may be 'homeless' and it was rare to have a family who were living on the streets applying for a school place.

Referring to how Leeds apply the homeless category, Mrs Phillips said the category had been broadened to Children in Vulnerable Accommodation or Homeless. This

ensures that a wider range of vulnerable children and their families were included within the Fair Access Protocols.

The category includes but is not limited to those families who were facing eviction, have been placed in a safe house are fleeing domestic violence or living in a hostel. It was important that each case was assessed individually as there were many ways in which a family or young person may be categorised as living in vulnerable accommodation or as homeless.

On the issue of school places Mrs Phillips said the offering of a school place for children under this category could be complex. In many instances a family would be living temporarily in one area of the City whilst preferencing schools in other areas of the City due to their belief that they may move there permanently. Families could be resident in temporary accommodation of this type for varying lengths of time from a few weeks to over 6 months. Within the Protocols the Wedge that contains the young person's nearest school was responsible for offering a school place if parental preference was not met.

Once a family has moved into permanent accommodation or know where their permanent accommodation will be then a new application under the same category with the parents new preferences could be considered.

There had been cases where a change of school had been almost seamless as the first school would have the opportunity to obtain all the relevant background and assess levels and in many cases attendance had improved so the second school had a clearer picture of the young person and their background. There had also been cases where a change of school had not been required for 6 -12 months and to have expected a young person to commute across the City to a school which may have been parental preference and a drain on financial resources would not have been in the young person or the family's best interest. There had also been cases where a change of school had not been necessary as the family had settled in the local area, allowing for continuity for the young person as well as the family.

In 2009/10 there were 19 young people who were placed under this category, 8 secondary (East 2, North East 3, North West 3) and 11 primary (South 1, East 2, North West 4, West 4)

In passing comment the Chair said that it was often the case that asylum seekers were placed in accommodation for short periods of time

RESOLVED – That the contents of the report be noted

45 ADMISSION OF CHILDREN WITH A FORM OF CHALLENGING BEHAVIOUR

The Sub Committee considered a report by the Director of Children's Services which set out the admission arrangements of children with a form of challenging behaviour.

Addressing the report Mrs Phillips said that this particular category was the most difficult category of children to place. However the School Admissions Code 2008

does list the compulsory categories that the Local Authority must include in their agreed Protocol as a minimum.

In the Leeds Fair Access Protocol a category of 'children whose behaviour was causing concern or who were at risk of permanent exclusion' had been included. This ensured that a wider range of vulnerable children and their families were included within the Fair Access Protocols and that the main objectives of the Fair Access Protocols as laid down in the Code, were fulfilled:-

Fair Access Protocols exist to ensure that access to education was secured quickly for children who had no school place at a mainstream school or alternative provision was appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools.

Mrs Phillips said the Code does not include a specific category around challenging behaviour but there were several categories that include a behaviour element within them, such as children withdrawn from school by their parents following fixed term exclusions, in limited circumstances, where challenging behaviour is exhibited and guidelines that should be followed when considering the admission of children with challenging behaviour.

Schools have different thresholds of what they consider to be challenging behaviour and different behaviour policies and systems to respond to those behaviours. It was very important that officers consider the information and data behind each case to decide if an admission or refusal was appropriate and whether behaviour was challenging or a cause for concern.

As many schools also have alternative options to permanent and fixed term exclusions it was important to understand when a case fits the criteria without the usual indicators that you might be expected.

By identifying behaviour issues of all levels helps new schools to put into place practices and plans to help support a student before those behaviours are witnessed in their new environment for example, Individual Behaviour Plans, personalised timetables, alternative provision.

Referring to the Admission Code Mrs Phillips said that in section 3.41 of the code it specifies that Local Authorities must ensure that schools for which they are the admissions authority are not asked to take a greater proportion of children with challenging behaviour than other schools in the area. By including the category in its current form within the Leeds protocol the Local Authority can ensure that this is true across all types of school.

In 2009/10 there were 63 young people who were categorised as behaviour causing concern or at risk of permanent exclusion. Of the 63 cases 40 were secondary (South 12, East 9, North East 8, North West 7, West 4) and 23 were primary (South 4, East 12, North East 2, North West 2 and West 3)

In summary Mrs Phillips said that it should be remembered that young people often fulfil more than one category but are only recorded under one, therefore there will be

young people who are accounted for under a different category but who would also fit other categories.

In seeking clarification Mr Forbes asked if using data obtained from the records of children with challenging behaviour, could an analysis be prepared on the potential impact on communities and how Council Services could be delivered to those communities?

In responding the Secretary to the Sub Committee said that the scope of such an investigation was not within the remit of the Challenging and Vulnerable Children's Sub Committee

RESOLVED – That the contents of the report be noted

46 FORWARD WORK PROGRAMME

Members received and considered the Sub Committee's Work Programme for the period 2011/ 12

RESOLVED –

- (i) To note the scheduled Work Programme for 2011/12
- (ii) To update the Work Programme to reflect the decision's made at today's meeting

47 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Sub Committee be arranged for Tuesday 24th May 2011 at 4.00pm in the Civic Hall, Leeds

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Originator: Rachel Phillips

Tel: 0113 247 5577

Ref Fair Access Protocol 2011/12

REPORT TO LEEDS ADMISSION FORUM Challenging Children's Sub Committee

Date 1st March 2011

Venue: Civic Hall

Time: 4.00pm

Update by the Admissions Team on the Fair Access Panels and the admission of children during the academic year 2010/11.

There have not been any recent changes in the Fair Access Protocols and the Fair Access Panels (Secondary) continue to sit on a monthly basis to consider parental preferences. There have not been any directions to schools so far this academic year and all young people who have been discussed at Panel, who do not have a school place, have been offered one.

The Fair Access Panels for Primary schools continue to sit as and when required and the Fair Access Officer works very hard to procure resolution without a Panel. However, sometimes it is important for the cluster to meet to find the most appropriate placement for a young person.

Schools continue to develop stronger relationships both within and outside of their own Wedges. This has enabled them to offer more 'managed moves' for young people, for a variety of reasons who may benefit from a 'fresh start' or because they believe that a change of school is the answer to an issue they are experiencing.

However, there are many changes that may effect how Fair Access Panels work or are funded in the future. Firstly, the Education Bill which proposes that Behaviour and Attendance Partnerships are no longer statutory. In Leeds these partnerships are enshrined within the Area Inclusion Partnership (AIP) and it remains to be seen how this will affect the AIP's and their current funding stream. This funding stream is used by the Fair Access Panels to support the inclusion of young people into educational provision, for many this means costly alternative provision.

Another major change that may impact on the Panels is the inclusion of Education Leeds into Children's Services and the proposed changes to increase locality working from a five wedge model to a three wedge model . Whilst it is not envisaged that this will have any immediate impact we will continue to reflect and work with each Panel and consult on any changes that they may feel are appropriate and of benefit to the process.

In additional to these national and local issues the schools themselves are experiencing issues with capacity and they are working with School Organisation to resolve the issues for 2012 and to find a solution for the current shortage of places by trying to arrive at local agreements as to how to accommodate the numbers of young people who are moving into areas where places do not currently exist. The category 'shortage of spaces' has seen the biggest increase in recent months, this category is used when we are unable to offer a school place, within the statutory guidelines on

walking distance, to someone who doesn't have one. This ensures that an offer of a school place is made without the need to attend an appeal hearing.

Finally, the Government are currently reviewing the School Admissions Code and it is possible that this may also impact on the Fair Access Protocols and possibly the Fair Access Panels but this remains to be seen.

Recommendations

The Sub-Committee is asked to note the report and to receive the next update in May 2011 as indicated in the Work Programme 2011/12.

Agenda Item 8

Fairness of Admission Policies Sub Committee

Thursday, 16th December, 2010

PRESENT: Mr P Forbes in the Chair

Councillors P Gruen LCC/Admissions Forum Chair

Mrs F Beevers Bradford and Ripon and Leeds
Dioceses (C of E)

Mr R Madeley Voluntary Controlled C of E
Schools

Ms A Williamson Choice Adviser

In Attendance

Mrs V Buckland, Head of Service, Admissions & Transport, Education Leeds

Mrs B Comiskey, Admissions Manager, Education Leeds

Mr S Robinson, Governance Services

1 Chair's Opening Remarks

The Chair welcomed everyone to the inaugural meeting of the Fairness of Admission Policies Sub Committee held in the Civic Hall, Leeds.

2 Apologies for Absence

An apology for absence was received on behalf of Mr R Raj.

3 Declaration of Interests

The following personal declarations were declared at the meeting:-

- Mr P Forbes in his capacity as Chair of the Garforth Trust (Agenda Item 4) (Minute 5 refers) and also as a Governor on the David Young Community Academy (Agenda Item 5) (Minute 6 refers)
- Councillor P Gruen in his capacity as Vice Chair of the School Governors on the David Young Community Academy (Agenda Item 5) (Minute 6 refers)

4 Terms of Reference and Procedure

A copy of the terms of reference and procedure appertaining to the Fairness of Admission Policies Sub Committee was submitted for the information of the meeting.

RESOLVED – That the contents of the document be noted.

5 Fairness of the Admission Policies of the Voluntary Aided, Foundation Schools and Academies

The Chief Executive Education Leeds submitted a report on the fairness of all school and academy admission policies for the information/comment of the meeting.

The Admissions Manager presented the report and together with the Head of Service responded to questions raised by the Sub Committee.

In summary, specific reference was made to the following issues:-

- the fact that Garforth Academy's admission policy had a significant impact on primary schools within the area and whether or not this system was fair
- reference to a pending report on Primary Places which was due to be presented to the Executive Board which had significant issues in this area
- the need for the Admissions Forum to be directly involved in the arrangements in overseeing the principles behind the fairness of the admission policies of the voluntary aided, foundation Schools and Academies
- the important role of the local authority around consultation taking into account the current budget pressures
- clarification of the status of the Admissions Forum within the White Paper and the timescales
- the need for the Admissions Forum to be open minded on the future consultation proposals with a view to be expressed publicly via Executive Board
- clarification of the parish boundaries identified in section 3.2 of the report
- the need for a Special Admissions Forum to be convened in February 2011 to consider the outcome of the consultation process

RESOLVED-

- a) That the contents of the report be received and noted.
- b) That the above comments be referred to the Admissions Forum as part of the ongoing consultation.

6 Free Schools

A copy of a briefing note on the process for establishing a Free school was submitted for the information/comment of the meeting.

In summary, specific reference was made to the following issues-

- clarification of whether or not the local authority had any formal process around this issue
- clarification as to whether the needs of the school were being met with specific reference to cross phases
- clarification of the jurisdiction of the Admissions Forum around the setting up of Free Schools and the need for advice on accommodation and suitability proposals to be available in the interests of fairness

- the concerns expressed about qualified teacher status being exempt for Free Schools when employing qualified staff and the need to keep a watching brief on this issue

RESOLVED- That the briefing note on the process for establishing of a Free School be received and noted.

7 Annual Consultation on Admission Arrangements for September 2010

A copy of a letter addressed to all Headteachers and Chair of Governors in Leeds; Neighbouring Local Authorities; Diocesan Boards and trade unions from the Admissions Team, Education Leeds dated 1st December 2010 on the annual consultation on Admission Arrangements for September 2012 was submitted for the information/comment of the meeting.

The Admissions Manager presented the item and together with the Head of Service responded to questions raised by the Sub Committee.

In summary, specific reference was made to the following issues:-

- the fairness aspect around in year waiting lists; whether or not schools would have access to their in year waiting lists; and the need for the Admissions Forum to consider their view on this issue
- clarification of the consultation process and timescales
(The Head of Service informed the meeting that the deadline had now been extended until 10th February 2011 following which a report would be prepared for the Admissions Forum and Executive Board)
- the need for the consultation letter to be placed on all Governing Body agendas with a view to encouraging a wider response
(The Admissions Manager agreed to implement this proposal)
- the need for the Admissions Forum to recognise the difficult and challenging process in relation to implementing these proposals
- concerns expressed about the fairness around sibling priority
- the need to recognise that attendance in inner city schools was vitally important
- the positive benefits for reference of the consultation process to be included in schools newsletters at the earliest opportunity
(The Admissions Manager agreed to implement this proposal)

RESOLVED-

- a) That the contents of the document be received and noted.
- b) That this Sub Committee recognises the clear separation issues that currently exist between Secondary and Primary schools on admission arrangements and requests the Admission Forum to consider a fairer and more consistent approach towards in year waiting lists in early 2011.

(Councillor P Gruen left the meeting at 12 noon during discussions of the above item)

8 Any Other Business

No issues were raised under this item.

9 Date and Time of Next Meeting

RESOLVED - That the next meeting of the Sub Committee be arranged in January 2011 on a date and time to be agreed.

(The meeting concluded at 12.10pm)

Fairness of Admission Policies Sub Committee

Thursday, 3rd February, 2011

PRESENT: Mr P Forbes in the Chair

Councillor P Gruen, Mrs F Beevers and Mr
R Madeley

IN ATTENDANCE -

Mrs B Comiskey – Admissions Manager, Education Leeds

10 Chair's opening remarks

The Chair welcomed everyone to the meeting

11 Apologies for absence

Apologies for absence were received from Ms Buckland

12 Declarations of interest

The Chair declared an interest in agenda item 5 - Garforth Academy Admission Policy through being the Chair of the Garforth Trust (minute 14 refers)

13 Minutes of the last meeting

That the minutes of the Fairness of Admission Policies Sub Committee meeting held on 16th December 2010 be approved

14 Garforth Academy Admission Policy

Further to minute 5 of the meeting held on 16th December 2010 Members received a report on the admission policy for Garforth Academy following a recognition that the Academy's policy had a significant impact on primary schools in the area and concerns over whether this system was fair

The report outlined the criteria; the primary schools within the learning partnership whose pupils were given priority under criteria 3 of Garforth Academy admission policy and stated that the policy operated by the Academy provided choice and diversity and so was compliant with the admissions code and was legal

An analysis had been undertaken of the possible numbers of pupils transferring from the named feeder schools and for the admission number of 300 at the Academy, there remained potentially 50 places which would be available under criteria 4, then 5. This number should therefore allow for children living in the Colton area of the city to qualify for a place at Garforth Academy

Members commented on the following matters:

- whether any of the named feeder schools were due to increase their admission numbers
- the amount of residential development planned for Aberford and the knock-on effect of this on primary and secondary places
- how frequently the admission arrangements for Academies were reviewed

- whether Academies were required to comply with the Local Authority's admission policy
- concerns at the effect of another primary school becoming a named feeder school for the Academy as this would reduce the potential available places for other pupils to just 20

The Admissions Manager, who was in attendance provided the following responses:

- that there were no increases proposed for any of the 6 primary schools which 'fed' into Garforth Academy
- that Colton Primary School had gone into partnership with Temple Moor High School which had become a Foundation Trust school as had Brigshaw High School
- that details regarding demographics and planning was dealt with by Lesley Savage in Education Leeds who could provide information, if requested
- that the admission arrangements for Academies were reviewed yearly but that if the Admissions Code remained unchanged, it was not likely that the policy would change
- that Academies did not have to comply with the LA Admissions Policy but were required to comply with the DfE Admissions Code

Concerns were raised that the changing status of so many schools in the area could lead in future years to the creation of a two-tier admissions system

RESOLVED - Whilst accepting the policy currently served the interests of children and parents in the area, it was felt the situation had to be monitored, particularly to ensure it continued to do so in the future

15 Update on Annual Consultation on Admission Arrangements for September 2012

Members received a report of the Admissions Manager providing information on the responses received so far to the annual consultation on admission arrangements for 2012

Paragraph 4.2 of the submitted report set out the number of responses received and these were updated at the meeting, with members being informed that 70 responses had now been received, with a further breakdown on the issues being:

- in year waiting lists – 26 responses in favour of these being introduced and 7 against
- sibling priority – high school – 13 responses in favour of altering this for high school admissions and 25 against
- sibling priority – primary school – with approx 60 responses on this matter and an overwhelming objection to altering this for primary school admissions

Some schools had encouraged parents to respond to the consultation which ended on 10th February 2011

Members discussed the responses received and were encouraged that there was support for in year waiting lists as it was felt by Education Leeds and the committee that this would result in a fairer system

Regarding the proposed changes to some admission numbers, a brief discussion took place on this in relation to specific schools

As members of the sub-committee had links with several schools and could encourage them to respond to the consultation a list of the schools which had already responded was requested

In terms of moving forward, the Admissions Manager stated the responses would be fed into a report to the Executive Board on 30th March 2011, with recommendations

RESOLVED-

- i) To note the report and the updated information provided
- ii) That the Sub-Committee was supportive of in year waiting lists being adopted; were of the view that the sibling priority for primary schools should remain and to note the information on high school sibling priority
- iii) That details of which schools had responded to the consultation be provided to all sub-committee members

16 Any other business

A request was made for a report to be submitted to the next Admissions Forum providing details on how Education Leeds' move into the Authority would impact on the Admissions Forum, particularly in terms of how the it would be serviced; how information would be presented to it and who would attend

17 Date and time of next meeting

RESOLVED - That dates for a future meeting be circulated to all members, for their consideration and agreement

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Originator: Viv Buckland

Tel: 0113 2475577

REPORT TO LEEDS ADMISSION FORUM

Date 1 March 2010

Venue: Civic Hall

Time: 4.00pm

Subject: Initial Preference Summary for September 2011

1. Purpose of Report

- 1.1 To update members of the Admission Forum on the initial preferences and the impact on demand for September 2011.

2. Background Information

- 2.1 Entry into secondary school in September 2011 and September 2012 is expected to have the smallest cohorts of children in the City. There were about 300 fewer children applying this year for year 7 places. The government introduced a national closing date for applications for both primary and secondary applications. Whilst the national offer day for secondary remains 1 March, the closing date for applications for primary is not until 15 January, putting the offer date at 20 April this year. There is no national primary offer day but it is likely to be mid April each year.

Due to this change in dates we are able to advise Forum of the situation with secondary places, but can only give a very early indication of primary preferences. Not all preferences are yet logged.

The number of primary schools oversubscribed on first preferences is similar to last year at 72 (79 last year) but may rise slightly when all preferences have been logged.

3 Main Issues

3.1 Secondary

We are able to offer 86% of parents their first preference school, an increase of 2% from last year. Of the 779 parents who have not been given their first preference, over a quarter of them were asking for Roundhay. Despite being advised that they are not likely to be offered a place, parents continue to ask for the school. In these cases parents are very strongly advised to be realistic with at least one of their preferences. The other most oversubscribed schools are Abbey Grange, Allerton High and Pudsey Grangefield.

All children who expressed a preference for their nearest school were able to be offered one. Many traditionally popular schools are not full this year due to the small cohort entering year 7. Approximately 100 children did not express any preference despite advising their primary schools and follow up work by the Choice Adviser. We have

gone on to allocate the next nearest school with an available place where we believe any year 6 child to be in one of our primary schools. A further 200 parents who did express a preference were not able to be allocated any of them. None of these families asked for their nearest school as one of their preferences. There were a total of 7624 places allocated.

Primary

Unfortunately we can only give a very preliminary overview of the situation with primary preferences. We have received approximately 8200 preferences, which is similar to this time last year. However the closing date last year had been October and a great deal of chasing up had taken place by February. This year we are only just past the closing date and beginning to chase up the remaining preferences. We will provide a further update at the next Forum meeting.

At present a similar number of schools are oversubscribed as last year. There are a number of schools where we would expect to see more preferences and will be contacting all nurseries with children we know to be on their roll who have not yet expressed a preference.

4 Conclusion

- 4.1** Secondary demand has fallen and there are no areas of the city where nearest children are unable to gain a place. Birth rates are rising for Reception and due to legislative changes the offer day will not be until 20 April so detailed information is not yet available. A report will be brought to the next Forum meeting with an update.

5 Recommendation

- 5.1** That Admissions Forum note the report.

Originator: Viv Buckland

Tel: 0113 2475577

REPORT TO LEEDS ADMISSION FORUM

Date 1 March 2011

Venue: Civic Hall

Time: 4.00pm

Subject: Update on Annual Consultation on Admission Arrangements for September 2012

1. Purpose of Report

- 1.1 To update members of the Admission Forum on the responses to the consultation on admissions arrangements for September 2012.

2. Background Information

- 2.1 The consultation on the proposed admission arrangements included refreshed coordinated schemes for primary, secondary and in year admissions, along with some admission number changes. The consultation also sought views on the possibility of holding in year waiting lists and asked stakeholders to comment on whether it would be fairer to offer a higher a priority to children who have a school as their nearest over siblings who live further away. The question was asked separately for primary and secondary admissions.

3. Main Issues

- 3.1 The consultation is seeking views on:

- **Coordinated scheme – primary and secondary.** The coordinated scheme primarily affects the sharing of information with other local authorities and own admission authority schools. Much of it is guided by national closing dates and the national offer day for secondary. Of the 105 responses received by the deadline, 31 responded to the question on the coordinated scheme. Of these 29 were in agreement and two against. The two who were not in favour were not own admission authority schools or local authorities.

- 3.2
- **Coordinated scheme – in year.** From January 2010 each local authority has had to have in place a published coordinated scheme for in year transfers. The coordinated schemes specifies how we will deal with applications and the timeframes for own admission authority schools to respond to us. There were 34 responses of which one was 'ambivalent', 27 were in favour, four against and two did not specify but made comments about needing to ensure the applications were dealt with swiftly.

- 3.3
- **In-year Waiting Lists.** There were 52 responses to the question of whether to

hold in year waiting lists. Of these 43 were in favour and nine against. Six of those in favour and two of those against were from own admission authority schools who can choose for themselves whether or not they wish to operate a waiting list. 23 responses were from parents; one was against and 22 in favour, however 11 of those were parents from one particular school. The school in question had sent the consultation response form home for parents with a letter guiding their view on responding.

- 3.4** • **Changes to the sibling priority at secondary school.** There were 58 responses to the question of whether priority should be for 'nearest siblings', 'nearest', other siblings, then other children by distance. Last year no children would have been affected by this change in policy. Again this year there would not have any affect as all children applying for secondary school have been able to be offered their nearest school if they asked for it. As birth rates rise this situation will change and the issue becomes one of fairness.
- 3.5** There were 22 respondents in favour of changing and 36 who were opposed. Parents accounted for 33 of the responses. Ten parents were in favour and 24 were against. Again it should be noted that 11 of the parents who were against were from the same school where they had been sent a letter drafted by the school but not the consultation document.
- 3.6** Of the comments received those in favour felt the change would be fairer to everyone and stated that children are more independent, are inclined to travel to on their own, and the issue of having children at more than one school has to be overcome when the oldest child moves to secondary school anyway. Those against were concerned about building a relationship with the school, and felt it would be unfair if they had to consider sending their children to different schools if they moved house.
- 3.7** • **Changing the sibling priority at primary level.** This item attracted the greatest level of response with 98 submissions. Of these 14 were in favour and 84 were against. Parents accounted for 68 of the responses with five in favour, and 63 against, of which 12 were from one school. Many of the responses from parents were received following the raising awareness of the admissions consultation during the public consultation on the expansion of primary schools.
- 3.8** Of the parents who were against the proposal 13 did state that if the proposal were phased in, so that it did not affect those families already in primary school, then they would consider the change to be fair. The main reasons raised in objection to the change were the inconvenience that would be caused by dropping off at more than one school and the childcare arrangements.
- 3.9** It is not unexpected that the overwhelming majority of responses are against a change to the sibling priority. Care was taken in the consultation to approach the question 'neutrally' as Forum had requested, so no attempt was made to promote any possible change. It is perhaps more surprising that 27% were either in favour or would not be opposed if the changed was phased in to ensure that families with children already in primary school would not be affected.
- 3.10** It should be noted that analysis shows that such a change would have affected only 36 children last year, out of 2700 siblings. Of the 2403 that have already

applied this year 31 have not asked for the same school as their older sibling as the first preference. This is the typical proportion each year.

3.11 • Changes to school admission numbers:

Primary	Current A/L	Proposed A/L	
Middleton St Mary's	50	60	1 objection from a local resident
Middleton St Phillips	25	30	
Micklefield CE Primary	30	20	
Corpus Christi Primary	50	45	
Oulton Primary	50	60	
*Richmond Hill Primary	60	90	
Wykebeck Primary	45	60	
Bracken Edge	45	60	
Cottingley Primary	40	45	
Secondary			
Allerton High	180	185	
Rodillian	210	240	1 objection from a local school about affects on others

4 Responses received

- 4.1** We have received 105 responses, compared to 11 last year. These comprise 70 from parents, 20 from governing bodies or head teachers, seven from own admission authority schools, three from appeal panel members, two from elected members, and one each from a Diocese, a member of school staff and a local resident. Comments have been detailed above. With regard to admission number changes there were only two comments opposed to any of the changes.
- 4.2** A local resident has objected to the expansion of Middleton St Mary's, and has also objected to the planning department regarding some building work at the school. There is both need for and demand for the additional places the school are looking to offer. It is proposed that we proceed with the increase and allow the planning process to appropriately deal with the objections raised regarding transport and residential issues
- 4.3** There has been one objection to the increase at Rodillian from a local school. It is reasonable to say that we do not demographically require any increase in secondary places in the area in 2012, and the request to increase has come from the school. We have had issues with staff parking in bus bays at the school and have received a written assurance from the headteacher that this will be resolved. However the issue may require planning permission for additional parking, and it is too early to know whether this would be likely to be granted. On balance it would be prudent to turn down the request for an increase until such time as the issue with parking is resolved and the need for places arises. It would be possible for the school to request additional pupils in September 2012 without an increase in their admission number, should such demand exist and should the issue with the bus bays be resolved. They could then

formally request a permanent increase for September 2013.

5 Recommendation

5.1 That Admissions Forum offer any further views they may wish to on the outcome of the consultation.

Originator: Viv Buckland

Tel: 0113 2475577

REPORT TO LEEDS ADMISSION FORUM

Date 1 March 2011

Venue: Civic Hall

Time: 4.00pm

Subject: Integration of Education Services

1. Purpose of Report

- 1.1 To advise members of the Admission Forum of the transfer of Education Leeds into Leeds City Council relating to the continued support of the Admission Forum.

2. Background Information

- 2.1 Education Leeds is a private company wholly owned by Leeds City Council. It has been in existence for the last ten years and the contract is due to end on 31 March 2011. At this point any staff not previously served with a redundancy notice will be TUPE transferred into LCC.

3 Main Issues

3.1 Admissions

Schools Admissions are a statutory function which must be carried out by the local authority. As such there are no fundamental changes expected to take place as a consequence of Education Leeds re-entering LCC. There are a small number of changes outlined in the recent Education Bill which has recently had its second reading in the House of Commons. The most significant changes affecting the Admission Forum would be that the body would no longer be statutory. Should the Education Bill be enacted in its current form then the local authority will have to decide whether to continue with an Admission Forum. A questionnaire from Comprehensive Future (the campaign for fair school admission policies in England) has been sent to all Chairs of Admission Forums. Comprehensive future is lobbying for the retention of Admission Forums.

Further changes are anticipated as the government have indicated that they will be bringing forward a new School Admissions Code for consultation in the spring. Details are not yet available. For the foreseeable future Admissions Forum will continue to receive the same level of input and support from the Admission team as it currently does. It is inevitable that some of the individuals concerned will however change.

4 Recommendation

- 4.1 That Admissions Forum note the report and respond to the questionnaire circulated by Comprehensive Future.

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

REPORT TO LEEDS ADMISSION FORUM

Date 1st March 2011
Venue: Civic Hall
Time: 4.00pm

ADMISSION FORUM WORK PROGRAMME FOR 2011/12

MEETING DATE 1st 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
5. Reintegration of Education Services (Education Leeds back to LEA)

MEETING DATE 14th 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

MEETING DATE ???NOVEMBER 2011

1. Update on the 2011/12 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.

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