

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

Purpose

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

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

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

Leeds Admission Authorities

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

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

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

The Leeds Common Preference Form

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

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

The Leeds CPF will:

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

EL will make appropriate arrangements to ensure:

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

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

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

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

Supplementary Information Forms

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

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

Testing

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

Determining offers in response to the CPF

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

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

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

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

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

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

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

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

The offer of a place

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

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

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

Waiting lists

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

Late Applications

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

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

Change of Preference

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

EXPLANATORY NOTE – PRIMARY SCHOOLS

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

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

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

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

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

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

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

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

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

APPENDIX 1a

Voluntary Aided Catholic Schools

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

Voluntary Aided Church of England Schools

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

St Peter's Primary
Whinmoor St Paul's Primary

Voluntary Aided Jewish School
Brodetsky Primary

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