

## **CO-ORDINATED ADMISSION SCHEME FOR SECONDARY 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 secondary schools are:

- a. The Governing Body for the following voluntary aided (VA) and foundation (F) schools and Academies (A):

Abbey Grange CE High School	(VA)
Cardinal Heenan Catholic High School	(VA)
Corpus Christi Catholic College	(VA)
David Young Community Academy	(A)
Garforth Community College	(F)
Leeds West Academy	(A)
Mount St Mary Catholic High School	(VA)
South Leeds Academy	(A)
St Mary's Catholic Comprehensive School	(VA)
  
- b. Education Leeds (EL) act as the admission authority on behalf of Leeds City Council for all other Leeds secondary 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 secondary education, year 7. The CPF must be used as a means of expressing up to three preferences by parents resident in the Local Education Authority area:

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

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.

Education Leeds will take all reasonable steps to ensure that every parent resident in the Local Authority who has a child in their last year of primary education, year 6, receives a copy of the CPF (and a parent's guide.)

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 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**

The David Young Community Academy requires all students to take a test in order to apply its admission policy. Leeds West Academy can offer 10% of places to students who have an aptitude in performing arts.

### **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 Leeds 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 Secondary School Parents 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 Community or Controlled school (or Aided or Foundation School, or Academy with the permission of the governing body) with a vacancy

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

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

EL will notify the home LA if a place is to be offered or not by the deadline 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 schools where they were not offered a place, so that they can lodge an appeal with the governing body);

Parents offered a Community or Controlled school will be required to write and accept the offer of a school place by **15 March**. Voluntary Aided schools within Leeds and schools in other LAs may also require parents to accept the offered school, this will be by the deadline of **15 March**. 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 or Academy instructions as to how the parents can add their child's name to the schools waiting list. A waiting list for all schools will be maintained until **31 December 2011**

All Aided and Foundation schools and Academies will continue to coordinate allocations with EL until **31 July**. Schools will continue to maintain their waiting lists and will notify EL of any changes. EL will write out to parents with the offer of a place on their behalf.

### **Late Applications (after 31 October – 1 March)**

The closing date for applications to be received in school or directly to EL in the normal admission round is **31 October 2010**.

Education Leeds will endeavour to process any late CPF until **10 December** and liaise with any Voluntary Aided or Foundation schools or Academies listed on the CPF. Where the other admission authorities have already ranked their applications, or testing has taken place, then any preference received after 16 October may not be able to be considered along with on time applications. Other LAs may not accept any late applications without proof of exceptional

reasons. After **10 December** late applications will be considered only after all on time applications unless there are significant or exceptional reasons.

#### EXPLANATORY NOTE – SECONDARY 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 acts as the clearing house for all parents in Leeds. Every parent in Leeds must complete a Leeds CPF, even if they attend a Leeds Voluntary Aided Primary school and want a Voluntary Aided Secondary school in another LA.

If a parent in a neighbouring LA wants their child to attend a Leeds Community, Voluntary Aided or Foundation school or Academy 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 onto the Leeds Voluntary Aided or Foundation School or Academy (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 or Academy.

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.

There could be cases where Leeds parents preference schools in other LA's and the process described above works in reverse. The parent applies to Leeds on our CPF, we send it to the other LA, and they in turn forward the applicant's details onto their Voluntary Aided school. The governing body determine that an offer should be made and inform their home LA, they forward the offer onto Education Leeds and we then write the offer letter on behalf of the neighbouring LA Voluntary Aided School.

## **Secondary Timetable 2011/2012 for Aided, Community, Foundation Schools and Academies**

3 September 2010	Literature and Common Application Forms sent out to Leeds parents
31 October 2010	Closing date for the CPF to be returned to the primary school, Education Leeds or submitted online. It is also the closing date for Supplementary Information Forms to be returned to

	individual Voluntary Aided schools, either via the primary school or direct to the secondary school. Voluntary Aided schools and EL will forward any forms sent to them in error
1 November 2010	Primary schools will forward any remaining forms onto EL
12 November 2010	Where the parent has expressed a preference for a school in another Local Authority EL will send a list of names to those Local Authorities for them to apply their admission policies
22 November 2010	Where the parent has listed a Voluntary Aided, Foundation or Academy without testing arrangements, EL will send a list of names to those admission authorities for them to apply their admission policies.
26 November 2010	Where the parent has expressed a preference for the DYCA EL will notify them of a list of names, to allow their testing to be scheduled
13 December 2010	Voluntary Aided and Foundation schools, and Academies will send EL a ranked list indicating who will and who will not be offered a place.
20 December 2010	EL will match ranked lists of all schools and allocate places in accordance with the scheme.
24 January 2011	Final information shared with other LAs
14 January 2011	Final run by Education Leeds
14 January 2011	Parents of children with a statement of special educational need will be offered a school.
1 March 2011	Produce and send out offer letters
April 2011 to June 2011	Admission appeals
April 2011 to end of August	Manual adjustments to allocation and communicating those results to other authorities
31 December 2011	Closure of waiting lists

