

## **IN YEAR CO-ORDINATED ADMISSION SCHEME FOR SECONDARY AND PRIMARY 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 Leeds schools are:

- a. The Governing Body of the Catholic voluntary aided schools, the Church of England voluntary aided schools, the Jewish voluntary aided school, foundation schools and academies 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 and secondary schools.

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

### **The Leeds In-Year Common Preference Form**

There will be a standard form known as the In-Year Common Preference Form (In-Year CPF) to be used within the Local Authority (LA) area. The In-Year CPF will be used for the purpose of admitting pupils into schools outside the normal year of entry. The In-Year 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, Foundation schools or Academies);
- b. for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools or Academies.)

EL will consider the reasons for a transfer request and if it does not fall within the Fair Access Protocol will be processed within ten days from receipt.

The categories that fall outside of the Fair Access Protocol are:

- a recent move into the Leeds area
- a house move within Leeds and travel to the existing school is not possible (2 miles for primary and more than 3 miles for secondary)
- a child in public care has moved carers or has been adopted and travel to the existing school is not possible
- where a child has come out of private education

EL will notify the school of the date by which the child is to be admitted and on the school roll.

Transfer requests that fall under the Fair Access Protocol will be taken to the Fair Access Panel to consider each specific case.

EL will ensure that every case where a child is not on the roll of a school or other educational provision, will be resolved by the child being on the roll of an educational provider within a maximum of 30 days of the application being received.

EL will notify the school of the date by which the child is to be admitted and on the school roll.

The Leeds In-Year 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.

EL will make appropriate arrangements to ensure:

- a. that the In-Year CPF is available on the website and on request from the Admissions Team; and
- b. that the In-Year 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.

EL will take all reasonable steps to publicise the availability of the In-Year CPF (and parents guide) to every parent resident in the LA who has a child transferring to a school outside the normal year of entry.

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.

### **Supplementary Information Forms**

All preferences expressed on the In-Year CPF are valid applications. The governing body of Voluntary Aided schools can require parents who have nominated their school on the In-Year 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 In-Year 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.

### **Testing**

There is no testing for In-Year transfers for schools within the Leeds Authority..

### **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 In-Year 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 In-Year 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 on the website 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, Foundation and Academy admission authority of the single offer to be made.

EL will notify the home LA if a place is to be offered or not. 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.

### **Waiting lists**

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

## **EXPLANATORY NOTE**

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, Voluntary Aided or Academy must complete a Leeds In-Year Common Preference Form (CPF).

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 In-Year CPF. The home LA will forward the In-Year CPF onto Education Leeds who, in turn, will forward the applicant's details on to 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.

Parents will not be able to apply direct to any Community, 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 In-Year 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 and Foundation schools. Academies 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 an In-Year CPF which is returned to Education Leeds directly. 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 In-Year CPF.

Education Leeds is not required to send the schools details of the parents ranking of schools when it send out the applicant's details to each school.

Education Leeds will write to offer a single school place, to include the starting date and giving parents two weeks to accept the offer. If this offer is for a Voluntary Aided or Foundation school or an Academy then the letter will make the offer on behalf of the Governors of the school.

## **APPENDIX 1a**

### **Voluntary Aided Catholic Primary 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  
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

**Secondary Schools where the Governing Body for the following voluntary aided (VA) and Foundation (F) schools and Academies (A) is the admission authority:**

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)