

## **LEEDS CO-ORDINATED ADMISSION SCHEME FOR IN YEAR ADMISSIONS 2011/2012.**

### **1. Purpose**

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

This scheme requires inter-authority co-ordination between Leeds and other local authorities

### **2. Leeds Admission Authorities**

In Leeds the admission authorities for 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 1:
  
- b. Education Leeds (EL) act as the admission authority on behalf of Leeds City Council for all other Leeds community and voluntary controlled schools.

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

### **3. In-year applications**

In year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.

### **4. The Leeds In-year Common Preference Form**

Parents will be asked to complete a transfer 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 school outside of the normal admission round. The In-year CPF must be used as a means of expressing up to three preferences by parents resident in the Leeds Local 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.)

EL will not disclose a parent's order of preference. The form should be returned electronically or posted directly to the Admissions Team.

The head teacher of the child's current school will be asked to complete a Fair Access Protocol checklist to accompany the In-year CPF. Where none of the Fair Access categories apply the transfer will be processed in line with the timetable provided in section 9. Where the Fair Access Protocol applies the transfer will be processed in line with the timetable specified in the Fair Access Protocol (appendix 2).

The 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 where a child does not have a current school place.
  - 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.

Education Leeds will forward 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, according to the timetable specified in this scheme.

## **5. Supplementary Information Forms**

All preferences expressed on the In-year CPF are valid applications. The governing body of Voluntary Aided or Foundation 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.

## **6. Determining offers in response to the In-year CPF**

The following applies equally to preferences made on the Leeds In-year CPF and preferences received for Leeds schools from other LAs for their residents. Any application which falls to the Fair Access Protocol will be considered in accordance with the Protocol.

For a community or voluntary controlled school (section 2b), EL will determine whether or not the school has vacancies in the year group required and, by reference to the published Leeds admissions criteria, the order of priority in which each of a parent's preferences is ranked in relation to other applications for that school. The published admission policy is available at [www.educationleeds.co.uk](http://www.educationleeds.co.uk) or in the 'Starting School in Leeds' guide available from the EL offices.

For a school or academy in section 2(a), EL will send details of any application (together with any supporting information provided by the parent) to the governing body of that school within five school days of its receipt at the LA's offices. EL will supply another LA with details of any application made by a Leeds parent for a school maintained by that other LA within five school days of receipt of the application at the EL offices.

EL expects other LAs to advise it in writing of the eligibility of any child resident in Leeds for a place at a community or voluntary controlled school maintained by that other LA within 5 school days of details of the application being received at that other LA's offices, and within 15 school days of details of any application for a foundation or voluntary aided school, or academy, being received at that other LA's offices.

The governing body will inform EL within five school days of receipt of details of the application at the school whether or not a place is available in the year group. If there are more applications than places available, the governing body will determine the order of priority in which the applications are ranked, in accordance with their published admissions criteria, and provide EL with a list which ranks all the applications for that year group. Copies of all published admission criteria for schools and academies in Leeds are available from our website [www.educationleeds.co.uk](http://www.educationleeds.co.uk) or from EL offices.

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 preferred schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.

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 described in section 9. 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.

## **7. Leeds Schools where the governing body is the admission authority**

This scheme requires the governing body to:

Notify EL of any application that is made to the school direct (regardless of where the parent lives).

Be responsible for the provision, completion by applicants and retention of any supplementary information form which the governing body finds necessary to apply its own admission criteria. EL will ensure that SIFs are available on its website and at the Admissions Office.

Communicate the availability of place to EL when requested.

Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked. Notify EL of their decision according to the timetable in section 9.

Ensure that the offer or refusal of a place is only communicated to the parent (or the parents' home LA) by EL, albeit on behalf of the governing body.

## **8. Communicating offers of places to Leeds parents and appeals**

EL will send out to a Leeds parent within 20 school days of their application being received at its offices any EL decision to offer or refuse a place at any school in Leeds or the other authorities for which the parent has applied. Offers or refusals of places will only be made by EL, albeit on

behalf of the governing body of a voluntary aided or foundation school, or academy, or other LA as appropriate. Parents will receive a single offer of a school place.

The offer letter will specify a start date as agreed with the allocated school. This will normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into the Leeds and is without a school place, or has moved a significant distance within Leeds, the offer letter will specify a start date no later than 10 school days from the date of the offer letter.

If the child does not qualify for any of the parent's preferred schools and the parent is requesting a change of school because of a house move, a place will be offered at the nearest appropriate Leeds school with an available place.

The offer letter will also give reasons why the child is not being offered a place at a parent's higher preference school (where appropriate) and include information about the statutory right of appeal.

## **9. Processing applications**

Applications made outside of the normal admissions round, that is, any application for the relevant year made after the first school day in September, or to any other age group at any time, will be processed under this scheme.

The processing of applications for in year admission will take place as follows:

Any in-year applications received will be batched weekly for offers to be made. Applications will be acknowledged within five days. Offers will be made once a week for those applications received during the previous week for community and voluntary controlled schools. Applications which are identified as falling to the Fair Access Protocol will be processed in accordance with the timetable in appendix 2.

EL will forwards details of any application for a foundation or voluntary aided school, or academy, for which the governing body is the admission authority to that school within five working days of receipt of the application at the EL offices.

Within five working days of receipt of the details of the application at the school, the school will inform EL whether or not a place is available. Places at foundation or voluntary aided schools will be offered by EL of behalf of the governing body.

Within 20 working days of receipt of the application at its offices EL will send a written offer of a school place to the parent.

## **10. Waiting lists**

EL will not be holding waiting lists for any community or voluntary aided schools. Where the child has been refused a place at a foundation or voluntary aided school, or academy, they may be added to any waiting list held by that school in accordance with their published admission policy. Where a vacancy arises the governing body will advise EL of the offer they are able to make and EL will communicate that offer to the parent.

## **APPENDIX 1**

### **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)



## Appendix 2

### **Leeds Local Authority Fair Access Protocol** **February 2009**

#### **Background**

The DCSF has published a revised School Admission Code which comes into force on 10 February 2009. The revised Code requires us to build on the strengths of the previous Fair Access Protocol, and to establish a new Fair Access Protocol with clear information on how decisions are made, the timeframes parents can expect, and must include an extended list of categories of young people..

All schools and academies in Leeds must participate in the local protocol which will have the following aims:-

- To ensure that no undersubscribed schools will admit a greater proportion of children with a **recent** history of challenging behaviour than other schools.
- To ensure that no school will be asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour or who are known to have a history of behavioural problems
- That unplaced children, especially the most vulnerable, must be offered places at a suitable school as quickly as possible, including above the published admission number
- To ensure that every child who cannot reasonably access their current educational provision or who does not have educational provision provided by the Local Authority or a neighbouring Authority is, where possible, offered a place in line with one of their preferences. Where this is not possible, then an alternative offer must be made within reasonable travelling distance of the child, usually by the Fair Access Panel where the child is living. A child must not have to appeal in order to be offered any place.

#### **Membership of the Fair Access Panels**

The Secondary Panels will consist of the Project Directors or Chair of the Fair Access Panel, Headteachers, or their representatives, and Education Leeds officers. Other Leeds City Council officers or agencies working with families may also be invited to attend to contribute to specific cases that they are involved with.

The Primary Panels will meet as and when required and the membership will consist of the Project Director or a Cluster Co-ordinator, Education Leeds officers and the Headteachers of the preferred school plus any other headteachers that Education Leeds feel are relevant to the discussion. Other Leeds City Council officers or agencies working with families may also be invited to attend to contribute to the specific cases that they are involved with.

In all cases the attendance of the Project Director or Chair of the Fair Access Panel, a member of the Pupil Planning Team and a member of the Admissions Team will make the meeting quorate and decisions will be made if a Fair Access Panel fail to meet in a timely manner.

### **Accountability**

The school nominated will be accountable for the child once a school place has been agreed at the meeting. Meetings will be held monthly or as near as possible accommodating school terms and school holidays. Minutes will be kept as a record of each meeting.

### **Timelines**

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 school days of the application being received by the Admissions Team, unless there are documented and agreed reasons between the Local Authority, Project Director and Fair Access Panel as to why it is not in the child's best interest for this not to happen.

In line with School Admissions Code 2009 (1.49) the Local Authority **must** notify the school of the date by which the child is to be admitted and on the school roll.

### **Decision Making**

The decision as to which school will be offered to a child will be taken by the Fair Access Panel as a whole and no individual will make the decision.

***Every child who resides within the Fair Access Panel Wedge must be made an offer of educational provision or the Local Authority will offer a place at a school within the Wedge.***

*No child will go to appeal without the offer of educational provision.*

### **Allocation**

Children who fall into the following categories will have their cases dealt with in the following way:-

**Children without a school place and with a history of serious attendance problems**

**Children of UK Service personnel and other Crown Servants**

**Children in vulnerable accommodation or homeless**

**Children who are carers**

Cases that include background, and do not indicate any other Fair Access category, will be allocated a school place in line with parental preference, availability of places, and proportion of children already allocated through the Protocol. Schools will be given a 10 day start date.

Cases without background will have a 20 day start date to allow additional time for background to be received. In all cases any serious concerns that a school has regarding the admission of a child must be raised within 5 days with the Fair Access Manager in the Admissions Team.

### **Traveller Children**

**Asylum Seekers and Refugees (ASR)  
Looked After Children (LAC)  
Unaccompanied Minors (UASC)  
Children On School Action Plus or special needs that require a specific support  
Children with disabilities or medical conditions**

Cases that include background, and do not indicate any other Fair Access category, will be allocated a school place in line with parental preference and proportion of children already allocated through the Protocol. Schools will be given a 10 day start date. Cases without background will have a 20 day start date to allow additional time for background to be received. In all cases any serious concerns that a school has regarding the admission of a child must be raised within 5 days with the Fair Access Manager in the Admissions Team.

If there are justifiable reasons as to why a particular school is unable to agree to the request e.g. the school is in special measures, the school has taken a large number of children through the protocols or a large number in a particular category then the Fair Access Manager will look at alternative parental preferences or refer the case to the Fair Access Panel in agreement with the Project Director.

**Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places within a reasonable distance**

Where parental preference cannot be met, the Local Authority will make a decision as to whether or not the nearest alternative school that they can offer is 'reasonable' based on the available public transport and distance.

E.g. If a parent living in Boston Spa requested a place at Wetherby but the school was full and Boston Spa had places this would be considered reasonable.

If a parent living near Cockburn wanted a place at Morley, Bruntcliffe or Woodkirk and the nearest school that could be offered was South Leeds this would be considered reasonable.

If the nearest school that could be offered was City of Leeds this would be considered reasonable if it was an easy route by public transport, as the parent had been happy for their child to travel to be educated. The parent may, however, qualify for assistance with travel costs. .

Where there is no school with available places within a reasonable distance, then the local authority will allocate a place above the admission number of the nearest suitable school, taking into account numbers on roll, and the number of children schools have taken through the protocol.

In the case of primary school we will make an offer of a school within 2 miles of the home address.

**The following categories will go directly to the first available Fair Access Panel:-**

**Children whose behaviour is causing concern or who are at risk of being permanently excluded**

**Children who have been out of education for more than a term (Children Missing Education)**

**Children returning from Elective Home Education**

**Children with unsupportive family backgrounds where a place has not been sought (Attendance Orders)**

**Children known to the police or other agencies**

**Children returning from the criminal justice system**

**Permanently excluded children**

**Children returning to mainstream from a pupil referral unit**

**Children withdrawn from school by their family, following fixed term exclusion and unable to find another place**

**Children who reside in the Wedge where a preference has not been made but where an offer is required by the Local Authority**

These cases will be discussed at Fair Access Panel and the outcome recorded in the minutes which will then be agreed as a correct record of the proceedings **5 school days after distribution**. Schools, Project Directors or Chair of the Fair Access Panel and the Local Authority should all keep a record of the outcomes of the meetings to avoid any disputes.

Each case will be discussed individually and the decision will be made, by the Fair Access Panel as to what they believe is in the child's best interests taking parental preference into consideration.

Where applications are received for siblings, if any applications meet the protocols then all sibling applications will be considered by the Panel at the same time.

The decision made by the Fair Access Panel will be relayed in writing to the parent/carer and the school will contact the family to facilitate a speedy reintegration.

Where a child is to be offered a school the school must meet with the parent/carer and start the reintegration of the child no later than 10 school days after the Fair Access Panel meeting.

Where a school wishes to take the papers away for them to seek further information and consideration an answer must be provided to the Fair Access Manager within 5 school days. Should the school feel unable to offer a place they must provide in writing clear reasons for the refusal.

If it is necessary to hold a multi agency meeting before a decision can be made the school must do so within 10 school days.

Where the Fair Access Panel is unable to meet parental preference but the child is not on the roll of a school and resides within the Wedge the Fair Access Panel must make an offer of educational provision or the Local Authority will do so based on parental preference and the number of children taken by schools under the protocols within the Wedge.

The Admissions Team or Pupil Planning Team will inform parents of the progress of their case until a start date at an educational provision has been agreed. It is then the responsibility of the educational provider to liaise with the parent/carer.

**Every child must be on the roll of an educational provision within 30 school days of the transfer request being received by the Admissions Team.**