



Office of the
Schools
Adjudicator

LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM
LEEDS Council

30 JUNE 2011

Report Cleared by ... (Name)

... (Title)

Date submitted

By...Viv Buckland.....(Name)

...Head of Service – School Access.....(Title)

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SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2010 - 2011

Please complete using data/information for the period 1 September 2010 to date of report

NOTE: This template is designed to be filled in electronically – boxes can be expanded as necessary.

Fair Access Protocol

Code 4.9 a) (i) how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the protocol;

NOTE: The Code at 3.44 requires (1) each local authority to have a Fair Access Protocol and (2) all schools and Academies to participate in their LA area's protocol

- a) Please confirm that the LA has a Fair Access Protocol that has been agreed with all the relevant schools in its area (relevant schools are all maintained schools and academies).

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2008:
- a. in placing children in schools;

<p>The FAP has proved increasingly effective at placing children in schools. All schools participate and the needs of the child are considered at the heart of the decision making. The transparency for schools in how many children with challenging behaviour their neighbouring schools are taking is key to the success.</p>

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2010. In particular in placing children, the co-operation of schools and Academies as well as any other issues you have had in implementing the protocol.

Schools and Academies in Leeds work very positively with the Fair Access Protocol, so-operating together. Using the FAP to place children where there is a shortage of places has helped to reduce the waiting time parents may otherwise have faced using the appeal process.

As we use FAP proactively in Leeds it can appear that there have been a lot of approaches, but without schools taking the children. This is not the case, the approaches simply reflect parental preferences. Every child who falls to FAP and requires the offer of a school place in Leeds is made an appropriate offer through the Protocol.

- c) In Appendix A, please record for each school the number of children considered to be placed in (column O) and those actually placed in (column P) to the school under the protocol between 1 September 2010 and the date of this report.

Infant Class Sizes

Code 4.9 a) (ii) whether primary schools are complying with infant class size legislation

Are all Primary Schools in your area complying with infant class sizes?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please comment and also include the number of schools where qualifying measures are being taken:

Admission Appeals

Code 4.9 a) (iii) the number of admissions appeals held for each and every school in the area, and the number of appeals that were upheld.*

* Every school includes: community, voluntary controlled, voluntary aided, foundation, Academies, city technology colleges and city colleges for technology of the arts.

For the period 1 September 2010 to the date of this report please insert in

Appendix A the following for each school:

- column Q - the number of appeals held;
- column R - the number of appeals upheld; and
- column S - the number of appeals pending from the date of this report.

Code 4.9 a) iv the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, effective communications with parents and any other relevant matter.

NOTE: other appeals panels have a duty to provide you with information on appeals (Section 88Q of Schools Standards and Framework Act).

Has your independent appeals panel complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please explain including non-compliance and action taken:

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Have all other appeals panels for own admission authority schools complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
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If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

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SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2011-2012:

Code 4.9 b) (i) the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children.

NOTE: You may wish to point out if specialist staff from within the Council has contributed to this report and highlight any problems that may have occurred.

Children in care: All admission authorities in Leeds ensure that LAC are their highest priority in admission arrangements. LAC are quickly and appropriately placed through FAP in all other circumstances.

Children with disabilities: The priority in community schools takes account of children who may have disabilities that might affect the priority they receive for a school.

Children with Special Educational Needs: All children who have a school named in their statement are admitted there. Other children without a statement but recognised need are able to receive a higher priority within the admission policy if it appropriate to do so.

Service Children: There are only a very small number of Service children in the authority and their applications are handled through the FAP.

Code 4.9 b) (ii) the effectiveness of co-ordination.

NOTE: You may wish to report on the authority's assessment of the effectiveness of any scheme for co-ordinating:

a) the admission of pupils to **LA schools** in September 2011

The coordinated scheme has worked well within the local authority. Own admission authority schools are largely able to meet the deadlines set, and are supported where they need additional support.

b) the admission of pupils in the authority's area to **other admission authority schools** in September 2011.

This has worked well within the authority. Schools are not permitted to make changes after the deadlines other than in exceptional circumstances. Other neighbouring authorities do request very late changes, and in at least one circumstance this led to a parent not receiving the appropriate offer on the offer day. The date for final coordination for primary applications is set too late at 31 March, and should be brought forward.

SECTION 3

FOR ADMISSION ARRANGEMENTS THAT HAVE BEEN DETERMINED IN THE APRIL IMMEDIATELY BEFORE THE DATE OF THE REPORT IS MADE (determined by 15 April 2011 for admission in September 2012):

Code 4.9 c) (i) a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law.

NOTE: All non-compliant admission arrangements must be corrected. All mandatory requirements can be changed by the admission authority. Any other non-compliant issues must be referred to the OSA.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If YES please provide a statement to confirm this: All policies have been checked through our legal services and found to be compliant.

If NO, please specify what action you are taking:

Using column T in Appendix A, please identify those schools that you have identified with problems now or which you have referred to the OSA, or may be referring to the OSA by the 31 July 2011.

SECTION 4

OTHER MATTERS:

Admission Forum

Code 4.9 d) (i) details about the current membership of the Admission Forum for the area

NOTE: Please list the bodies represented and the number of representatives in each category. Do **NOT** give the names of members.

Two local councillors Two parents Four community representatives Two reps from the Diocesan bodies Seven reps from schools / academies One College rep Choice Adviser Area Inclusion Partnership rep

Is the Admission Forum writing a report?

Tick as appropriate:

Yes		No	
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If YES is the report attached or has it been sent separately?

Tick as appropriate:

Attached		Separately	
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If separately please provide the date the report will or has been sent to the OSA?

DATE:

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Please confirm whether the Admission Forum has seen, or will see, a copy of this LA report.

Tick as appropriate:

Has seen	x	Will see	
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Free School Meals

Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.

NOTE: The data provided by the Local Authority to the DCSF in January 2010 has been "cleaned" and is included in Appendix A.

If the data for 2011 is significantly different from 2010 please state how it differs.

There is no significant difference.

Using and interpreting the data, please comment on whether the allocation of school places meets parental preferences for those children on Free School Meals.

The majority of schools with a high percentage of pupils eligible for FSM are amongst are least well subscribed, so in most cases parents requesting those schools are successful at gaining places. The schools in many cases admit a high number of children who fall to the Fair Access Protocol, however this is also reflective of the high levels of mobility in the area.

Code 4.9 d) (iii) any other matters which affect the fairness of admission arrangements for schools in the area.

NOTE: Please identify any issues not covered elsewhere on this template.

SECTION 5

OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY THE DEPARTMENT FOR EDUCATION.

Choice Advice

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2011/2012 school year.

Appendix 5 of the Code requires local authorities to provide an independent Choice Advice service that is focused on supporting the families who most need support in navigating the secondary school admissions process (paragraph 5). Choice Advice must be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive (paragraph 8). As a minimum, local authorities must ensure that Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff (paragraph 9).

- a) Please confirm that your local authority has an independent Choice Advice service in place.

Tick as appropriate:

Yes	x	No	
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- b) Please explain how you ensure the independence of the Choice Advice provided (for example, the Choice Advice service may be situated in the Parent Partnership service or Family Information Service).

The Choice Advice service is situated in the Parent Partnership Service.
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- b) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate:

Yes		No	x
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Choice Advice must be targeted at those parents who most need support with the secondary school admissions process (paragraph 10). Local authorities and Choice Advisers should market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they provide (paragraph 11). Choice Advisers should be proactive in reaching 'hard to reach' parents and should develop good links with organisations that may be able to refer parents to them (paragraph 12).

- d) Please explain how you ensure Choice Advice reaches those parents who are most in need of it.

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- e) Describe how Choice Advice has contributed to the fairness of the admissions process.

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Local authorities may provide Choice Advice at the primary school admission stage and for in-year applications (paragraph 5).

- f) Choice Advice is offered at the primary admissions stage?

Tick as appropriate:

Yes		No	
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- g) Choice Advice is offered for in-year applications?

Tick as appropriate:

Yes		No	
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It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage.

- h) The Choice Adviser provides support during the appeals process?

Tick as appropriate:

Yes		No	
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- i) If no, do you plan to provide support during the appeals process in future?

Tick as appropriate:

Yes		No	
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Transport

Admission authorities **must** explain clearly whether or not school transport will be available, and, if so, to which schools and at what cost (if any). Are details of the availability and cost of home to school travel and transport clearly set out in the composite prospectus?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If No, please provide an explanation

SECTION 6

OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY DEPARTMENT.

6TH Forms

Paragraphs 1.42 to 1.45 of the Code provide guidance on applications for Year 12 and transfer from Year 11.

Do you have any 6th forms within your Authority?

Tick as appropriate:

Yes	x	No	
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If Yes, how Many?

Have you considered the admission arrangements for 6th forms in line with recommendations of the Code?

Tick as appropriate:

Yes	x	No	
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Are you going to take any further action with regard to these arrangements?

Tick as appropriate:

Yes		No	x
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If Yes, please specify what action you are taking:

Aptitude

Paragraphs 2.78 to 2.82 provide guidance on partial selection by aptitude.

Do you have any schools which select pupils by aptitude for a subject?

Tick as appropriate:

Yes	x	No	
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If 'yes' how many?

If yes, do you check the tests that these Schools use to ensure that they are compliant with law?

Tick as appropriate:

Yes	x	No	
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