

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 there are a number of different admission authorities, as follows:

Type of school	Admission Authority
Voluntary Aided	Governing Body
Voluntary Controlled	Leeds City Council
Community	Leeds City Council
Academy	Academy Trust
Foundation Trust	Governing Body

A list of all secondary schools in the Leeds City Council Area is provided at Appendix 1a. This also confirms who is the admitting authority for each school at January 2019 when this scheme was determined.

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

Applications in the normal round

The Leeds Common Preference Form

An online application facility will be available during the application period **1 August 2019 – 31 October 2019**.

The online system must be used as a means of expressing up to five preferences by parents resident in Leeds.

- 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.)

Parents will be asked to express up to five preferences including, where relevant, any schools outside the LA's area, in rank order of preference. Where other LA's provide for additional preferences those parents will need to have expressed a preference for a Leeds school as one of their first five preferences to ensure Leeds parents are treated equitably.

Parents may give their reasons for each preference.

Parent will be informed that they will receive no more than one offer of a school place from the local authority and that:

- i. a place will be offered at the highest ranking preference for which a place may be available; and

- ii. if a place cannot be offered at a preferenced school and the parent's address is in Leeds, a place will be offered at the closest school with places available.
- iii. if a place cannot be offered at a nominated school, and the parent's address is not in Leeds, the home authority will be responsible for allocating an alternative school.

The closing date, **31 October 2019**, and where the form must be returned in accordance with the timetable will be specified.

The local authority will make appropriate arrangements to ensure:

- a. that there will be a written explanation of the co-ordinated scheme in the parents guide to admissions booklet which will be made available on our website at www.leeds.gov.uk
- b. that parents have the facility to make an online application for a school place up to the deadline for applications.

The local authority will take all reasonable steps to ensure that every parent resident in Leeds who has a child in their last year of primary education, year 6, can apply online.

After the closing date of **31 October** we 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. This will include Voluntary Aided and Foundation schools and Academies.

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

Supplementary Information Form (SIF)

All preferences expressed online are valid applications. The governing body of schools who are their own admitting authority (Voluntary Aided, Academies, and Trusts) can require parents who have asked for their school 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 an own admitting authority school requires a SIF it cannot consider an application unless the parent has expressed a preference for their school using the online system or CPF. The SIF will state that the SIF must be returned to the school. Where a SIF is required, the school should follow up any that have not been received.

Testing

Leeds West Academy can offer 10% of places to students who have an aptitude in performing arts and parents must contact the academy directly about their testing process.

Cockburn can offer 10% of places to applicants who have an aptitude in performing arts and parents must contact the academy directly about their testing process.

Rodillian can offer 10% of places to applicants who have an aptitude for rugby or netball and parents must contact the academy directly about their testing process.

Role of the child's present Leeds school

At the start of a child's final year at a Leeds primary school we will send out information about the admissions timetable to all Leeds primary schools. This is to support schools to:

- Ensure that a child joining year 6 later in the school year is not left out of the transfer procedure.
- Advise parents of a child from another LA to contact that LA.

Allocation of places

The local authority will act as a clearing house for the allocation of places by the relevant admission authority in response to the applications and will only make any decision with respect to the offer or refusal of a place in response to any preference expressed 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.

The local authority 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.
- 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.

If the Local Authority cannot offer parents or carers a place for their child at any of the schools they preference, we will offer their child a place at the closest school that has places available when we make the offer. This is called a placement offer. A placement offer can be made at any school with a vacancy available, including Community, Voluntary Controlled, Voluntary Aided, Foundation schools, or Academies where their governing bodies have given the Local Authority permission to do so

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.

The local authority will notify the Academy, Foundation and Voluntary Aided schools admission authority of the single offer to be made by the deadline in this scheme.

The local authority 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 Leeds LA. Leeds LA 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 the local authority that they are being offered a place at the allocated school. This letter or email will be sent on **2 March 2020 (the first working day after national offer day)** and 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 any higher preference schools asked for;
- 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 preferred Academies, Foundation, and Voluntary Aided schools where they were not offered a place, so that they can lodge an appeal with them if the parent wishes);

Parents offered a Community or Controlled school will be required to accept the offer of a school place by **30 March 2020**. Academies, Foundation and Voluntary Aided schools within Leeds and schools in other LAs may also require parents to accept the offered school. In the case of these schools, failure to accept the place by the deadline may result in the place being withdrawn and offered to another applicant.

Waiting lists

Where the child has been refused a place at a nominated Academy, Foundation, or Voluntary Aided schools instructions as to how the parents can add their child's name to the schools waiting list are in the school's Admission policy.

A waiting list for all schools will be maintained until at least **31 December 2020**

For community and voluntary controlled schools the waiting list will remain open until **26 July 2021** for year 7 places starting September 2020.

Voluntary Aided, Foundation School and Academies may also extend their waiting lists and this will also be outlined in the school's individual Admissions policy.

Applications received after the closing date of 31 October

The closing date for applications to be received in school, directly to the local authority or online in the normal admission round is **31 October**.

The local authority will endeavour to process any applications received until **28 November 2019** and liaise with any Voluntary Aided or Foundation schools or Academies listed.

After **28 November** late applications will be considered only after all on time applications unless there are significant or exceptional reasons. Late applications will be considered before placements are made (where no preference could be met).

Where the other admission authorities have already ranked their applications, or testing has taken place, any preference received after 31 October may not be able to be considered along with on time applications. The Admissions Policy for the school will set out whether late applications are permitted. Other LAs may not accept any late applications without proof of exceptional reasons.

Change of Preference

Parents will not be allowed to change their preferences after **28 November** without genuine reasons, for example, if they move home after this date.

School transfer (In year) applications

The Leeds In-year Common Preference Form (ICPF) will be submitted to the Local Authority.

The LA will act as a clearing house for the application by forwarding details of the application to other admission authorities within the Leeds area. This will include Voluntary Aided and Foundation schools and Academies. The other admissions authorities will then make decisions on whether they can admit the child, and notify the family directly and inform the LA.

Any applications for a preferred schools in another LA area would need to be made via that Local Authority.

EXPLANATORY NOTE – SECONDARY SCHOOLS

Leeds LA acts as the clearing house for all parents in Leeds. Every parent in Leeds must complete a single application online even if they attend a Leeds Voluntary Aided or Foundation Primary school or an Academy and want a Voluntary Aided or Foundation Secondary school or an Academy 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 apply to their home LA. The home LA will forward the details onto Leeds who, in turn, will forward the applicant's details onto the Leeds Voluntary Aided or Foundation School or Academy (Leeds LA will deal with the application if it is for a Community School). The governing body or Trust determine to whom they will make an offer, by applying their admission policy, and inform the local authority of the ranked order of offers. The process then works in reverse, the school informs the local authority 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.

For example 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 the local authority will offer the highest school asked for 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, we send the details to the other LA, and they in turn forward the applicant's details onto their Voluntary Aided or Foundation school or

Academy. The governing body or Trust determines that an offer should be made and inform their home LA, they forward the offer onto Leeds LA and we then write the offer letter on behalf of the neighbouring LA Voluntary Aided or Foundation School or Academy.

Secondary Timetable 2020/21 for all Leeds schools

31 July 2019	Information packs sent out to Leeds parents
1 August 2019	Applications open
31 October 2019	Closing date for the applications It is also the closing date for Supplementary Information Forms to be returned to individual schools.
31 November 2019	Applications received after this date will be considered as late applications
8 January 2020	Where the parent has expressed a preference for a school in another Local Authority Leeds LA will send the information to those Local Authorities for them to apply their admission policies
8 January 2020	Where the parent has listed a Voluntary Aided, Foundation or Academy as a preference, Leeds will share details to those admission authorities for them to apply their admission policies and return a ranked list
15 January 2020	Voluntary Aided, Foundation schools and Academies will inform the Local Authority of the ranked list of all applications in line with their admissions policy
15 January to 22 January 2020	Preferences data exchanges with other Local Authorities.
3 February 2020	Final allocation run by Leeds LA
10 February 2020	Final exchange of confirmation of offers shared with other LAs
17 February 2020	Education Health and Care plan schools named
2 March 2020	Offers will be issued (National Offer Day 1 March is a non-working day)
May and June 2020	Secondary appeals
April 2020 to end of August 2020	Reallocation of vacancies and communicating those results to other authorities
September 2020	Children start in year 7
31 December 2020	Earliest date that Y7 waiting lists may close
27 July 2021	Community and Voluntary Controlled school Y7 waiting lists close

APPENDIX 1 – List of all schools in Leeds area, age range, School Type and Admitting Authority at 11 Jan 2019

School name	Age range	Establishment Type	Admitting authority
Abbey Grange Church of England Academy	11 to 18	Academy	Academy Trust
Allerton Grange School	11 to 18	Community School	Leeds City Council
Allerton High School	11 to 18	Community School	Leeds City Council
Benton Park School	11 to 18	Community School	Leeds City Council
Bishop Young Church of England Academy	11 to 18	Academy	Academy Trust
Boston Spa School	11 to 18	Academy	Academy Trust
Brigshaw High School	11 to 18	Academy	Academy Trust
Bruntcliffe Academy	11 to 16	Academy	Academy Trust
Cardinal Heenan Catholic High School	11 to 16	Voluntary Aided School	Governing Body
Carr Manor Community School - Secondary	11 to 18	Community School	Leeds City Council
Cockburn School	11 to 16	Academy	Academy Trust
Co-op Academy Priesthorpe	11 to 18	Academy	Academy Trust
Corpus Christi Catholic College	11 to 16	Voluntary Aided School	Governing Body
Crawshaw Academy	11 to 18	Academy Sponsor Led	Academy Trust
Dixons Trinity Chapelton -Secondary	11 to 16	Free School / Academy	Academy Trust
Garforth Academy	11 to 18	Academy	Academy Trust
Guiseley School	11 to 18	Foundation School	Governing Body
Horsforth School	11 to 18	Academy	Academy Trust
Lawnswood School	11 to 18	Community School	Leeds City Council
Leeds City Academy	11 to 16	Academy	Academy Trust
Leeds East Academy	11 to 16	Academy	Academy Trust
Leeds Jewish Free School	11 to 18	Free School / Academy	Academy Trust
Leeds West Academy	11 to 16	Academy	Academy Trust
Mount St. Marys Catholic High School	11 to 16	Voluntary Aided School	Governing Body
Otley Prince Henry's Grammar School	11 to 18	Academy	Academy Trust
Pudsey Grangefield School	11 to 18	Foundation School	Governing Body
Ralph Thoresby High School	11 to 18	Foundation School	Governing Body
Roundhay School - Secondary Campus	11 to 18	Community School	Leeds City Council
Royds School Specialist Language College	11 to 18	Foundation School	Governing Body
South Leeds Academy	11 to 18	Academy	Academy Trust
St Marys Menston, a Catholic Voluntary Academy	11 to 18	Academy	Academy Trust
Swallow Hill Community College	11 to 18	Academy	Academy Trust

Temple Moor High School	11 to 18	Academy	Academy Trust
The Co-operative Academy of Leeds	11 to 18	Academy	Academy Trust
The Farnley Academy	11 to 16	Academy	Academy Trust
The John Smeaton Academy	11 to 18	Academy	Academy Trust
The Morley Academy	11 to 16	Academy	Academy Trust
The Rodillian Academy	11 to 18	Academy	Academy Trust
The Ruth Gorse Academy	11 to 18	Free School / Academy	Academy Trust
The Temple Learning Academy	11 to 16	Free School / Academy	Academy Trust
Wetherby High School	11 to 18	Foundation School	Governing Body
Woodkirk Academy	11 to 18	Academy	Academy Trust