

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 primary, infant and junior schools are the Governing Body or Trust of all the Academy, Free, Voluntary Aided and Foundation schools listed in Appendix 1a.

The Local Authority acts as the admitting authority for the schools listed in Appendix 1b.

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

The Leeds Common Preference Form

An online application facility will be available during the application period **1 November 2018 – 15 January 2019**.

There will also 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 primary education (Reception) and year 3 in junior schools. The CPF or 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, Academies or Free Schools);
- b. for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools, Academies or Free Schools.)

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 preferred school and the 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 preferred school, and the address is not in Leeds, the home authority will be responsible for allocating an alternative school.

The closing date, **15 January 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 the CPF is available on request from the Admissions Team, on the website 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 and this is available for parents
- c. 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 about to start Reception year or transfer from Infant school into year 3, can apply online, or access a copy of the CPF.

After the closing date of 15 January 2019 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 or Academy Trusts, 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 or on the CPF are valid applications. The governing body of Voluntary Aided, Foundation, Academy and Free Schools can require parents who have asked for a place at 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 a Voluntary Aided, Foundation, Academy and Free Schools require a SIF it cannot consider an application unless the parent has expressed a preference for their school. 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

There are no maintained primary, infant or junior schools in Leeds that require a test in order to gain admission.

The application process

Parents can apply online or obtain a CPF from any Leeds primary, infant or junior school.

Where a parent chooses to return a paper preference form to a school, the school should:

- Gather in the completed forms and issue the parent a receipt
- Check them for factual detail

- Offer advice to the parent if the parent has misunderstood some aspect of the procedure
- Send the forms in a batch keeping a record of all forms sent
- Advise the parent 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 Primary School Parents Guide for deciding places in Community and Controlled schools.

Where the child is a Leeds resident but is not eligible for a place at any of the nominated schools, the child will be allocated a place at the closest Community or Controlled school (or Aided, 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 child is not resident in Leeds, the home LA will be responsible for their education.

The local authority will notify the Academy, Foundation and Voluntary Aided 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 **16 April 2019**. The offer correspondence 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 their higher preference schools asked for, if they are not being offered their highest preference;
- 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 the governing body);

Parents offered a Community or Controlled school will be required to accept the offer of a school place by **30 April 2019**. Voluntary Aided and Academy schools within Leeds and schools in other LAs may also require parents to accept the offered school place by a different deadline. 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 Voluntary Aided or Foundation school or Academy, instructions as to how the parents can add their child's name to the schools waiting list are in the school's policy. A waiting list for all schools will be maintained until at least **31 December 2019**, and for community and voluntary controlled schools the waiting list **will close at the end of the academic year (July 2019)**. Voluntary Aided, Foundation School and Academies may also extend their waiting lists and this will also be outlined in the school policy.

Applications received after the closing date of 15 January 2018

The closing date for applications to be received in school, directly to the local authority or online in the normal admission round is **15 January 2019**.

The local authority will endeavour to process any late applications until **24 February 2019** and liaise with any Voluntary Aided or Foundation schools or Academies listed. Where the other admission authorities have already ranked their applications, any preference received after **24 February 2019** 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 **24 February 2019** 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).

Late supplementary information forms must be sent to the Voluntary Aided school concerned as without the SIF it will not be possible for the Governors to apply their admission policy. Where the other admission authorities have already ranked their applications then any SIFs received after **15 January 2019** may not be able to be considered along with on time applications.

Change of Preference

Parents will not be allowed to change their preferences after **15 January 2019** without genuine reasons, for example, if they move home after this date.

EXPLANATORY NOTE – PRIMARY SCHOOLS

Leeds LA acts as the clearing house for all parents in Leeds. Every parent in Leeds must complete a single application either online or in paper, even if they attend a Leeds Voluntary Aided or Foundation Primary school or an Academy or Free school and want a Voluntary Aided or Foundation Primary school or an Academy or Free 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 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 determine to whom they will make an offer to, 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, Leeds LA 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 determines that an offer should be made and inform their home LA, they forward the offer onto Leeds LA and Leeds LA then write the offer letter on behalf of the neighbouring LA Voluntary Aided or Foundation School or Academy.

Primary Timetable 2019/2020 for Aided, Community, Foundation Schools and Academies

31 October 2018	Information packs sent out to Leeds parents
1 November 2018	Applications open information sent out to Leeds parents
15 January 2019	Closing date for the applications It is also the closing date for Supplementary Information Forms to be returned to individual Voluntary Aided schools. Voluntary Aided schools and the local authority will forward any forms sent to them in error
15 February 2019	Parents of children with an Education Health Care Plan will be offered a school.
24 February 2019	Applications received after this date will be considered as late applications,
1 March 2019	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
1 March 2019	Where the parent has listed a Voluntary Aided, Foundation or Academy without testing arrangements, Leeds will share details to those admission authorities for them to apply their admission policies.
8 March 2019	Voluntary Aided and Foundation schools and Academies will inform the local authority of the ranked list indicating who will and who will not be offered a place.
11 March 2019 - 15 March 2019	Preference data exchanged with other Local Authorities.
22 March 2019	Final run by Leeds LA
5 April 2019	Final exchange of confirmation of offers shared with other LAs
16 April 2019	Offer Day
June 2019 to July 201	Admission appeals
May 2019 to end of August	Reallocation of Vacant places and communicating those results to other authorities
End of the academic year (July 2019)	Closure of waiting lists

APPENDIX 1a – Schools who are their own admitting authority in Leeds.

Please note – these lists are accurate as of November 2017 when this coordination scheme was drafted. Amendments will be made to these lists should any schools change status.

Voluntary Aided Catholic 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
Holy Family Catholic Primary School
Our Lady's Catholic Primary School
Rothwell St Mary's Catholic Primary School
Sacred Heart Catholic Primary School
St Anthony's Catholic Primary School
St Augustine'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, Hunslet
St Joseph's Catholic Primary School, Wetherby
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

Aberford C of E Primary School
Adel St John the Baptist Primary
All Saints Church of England Primary School
Barwick-in-Elmet Cof E Primary
Beeston Hill St Luke's Primary
Bramley St Peter's C of E Primary
Calverley C of E Primary
Christ Church Upper Armley C of E Primary
Collingham Lady Elizabeth Hastings Primary
Cookridge Holy Trinity Primary
Harewood C of E Primary
Haworth Primary
Hunslet St Mary's Primary
Kirkstall St Stephen's Primary
Lady Elizabeth Hastings, Thorp Arch Primary
Ledston Lady Elizabeth Hastings Primary
Manston St James Primary
Meanwood Primary
Micklefield C of E Primary
Rowden St Peter's C of E Primary
Roundhay St John's Primary
St Chad's Primary

St Matthew's Primary
St Oswald's Junior school
St Peter's Primary
Whinmoor St Paul's Primary

Voluntary Aided Jewish School

Brodetsky Primary

Foundation Schools

Allerton Bywater Primary
Austhorpe Primary
Bardsey Primary
Beeachwood
Beeston Primary
Blenheim Primary
Brudenell Primary
Colton Primary
Cookridge Primary
Cross gates Primary
Deighton gates Primary
Grange Farm Primary
Great Preston C of E Primary
Guisley Primary
Hugh Gaitskell Primary
Irlandwood Primary
Iverson Primary
Kippax Ash Tree Primary
Kippax Greenfield Primary
Kippax North Primary
Lane End Primary
Little London Primary
Meadowfield Primary
Middleton Primary
Ninelands Primary
Primrose lane Primary
Quarry Mount Primary
Queensway Primary
Rawden Littelmoor Primary
Rose bank Primary
Southroyd Primary
Strawberry Fields Primary
Swillington Primary
Templenewsam Halton Primary
Tranmere Park Primary
Westwood Primary
White Laith Primary
Whitkirk Primary
Yeadon Westfield Infant Primary
Yeadon Westfield junior Primary

Academy

Brownhill Primary Academy
Cottingley Primary Academy
East Garforth Primary Academy
Green Lane Primary Academy
Hillcrest Primary Academy
Khalsa Science Academy
Manston St James Primary Academy
Nightingale Primary Academy
Oakwood Primary Academy
Park View Primary Academy
Rothwell C of E Primary Academy
Ryecroft Academy
Ss Peter and Paul Catholic Primary Academy
St Benedict's Catholic Primary Academy
St Joseph's Catholic Primary Academy, Otley
St Joseph's Catholic Primary Academy, Pudsey
St Mary's Catholic Primary Academy, Horsforth
The Temple Learning Academy
Woodlands Primary Academy

Appendix 1b – Schools for whom Leeds City Council is the admitting authority

To be added.