

Appendix E: Summary of the outcome of school admissions arrangements for 2019/20.

1. Purpose of this appendix

- 1.1 This document provides a summary of the outcomes of the Admissions functions undertaken by the Local Authority (LA) in the academic year September 2018 to July 2019.
- 1.2 It includes statistical information on the annual admissions round for entry to Reception and year 7 for September 2019, including the number of allocations and also the percentage of families receiving a preferred school offer. In addition, information is provided about the admission of pupils 'in-year' where pupils have moved into, or within the city during the academic year.

2. Background information

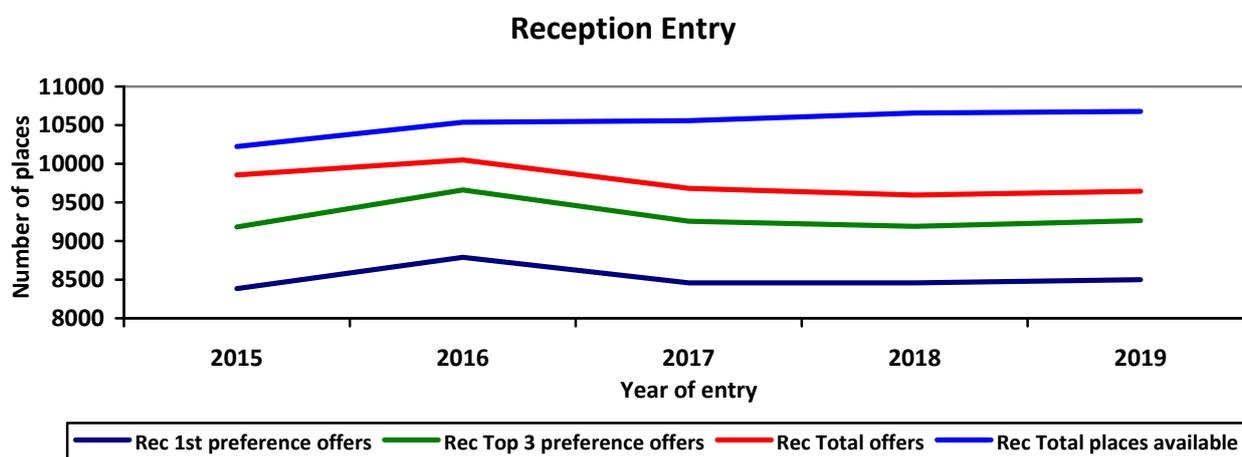
- 2.1 In Leeds, the LA is the admission authority for community and voluntary controlled schools.
- 2.2 The City has continued to see more schools transfer to become own admission authority schools. These are Trust schools, Academy, Free Schools and Voluntary Aided schools and by the 1st January 2020, 56% of Primary/Junior Schools (n=128) and 88% of Secondary Schools (n=38) were own admitting authority schools.
- 2.3 The Local Authority (LA) is required to coordinate admissions to Reception and Year 7 in the 'normal round' (i.e. for entry in September) and this coordination is undertaken for all schools in the area including trust, faith schools and academies. In addition, the LA coordinates applications to enter the two Leeds Junior schools at Year 3.
- 2.4 For Entry in September 2019, on the respective national offer days, the LA offered 9141 year 7 places and 9643 Reception places.
- 2.5 Primary – The number of children offered a place at reception increased slightly this year by 48 places. Before offer day, an additional 45 places (created by permanent expansions at two schools) were made available for September 2019 to ensure sufficient capacity across the city.
- 2.6 Secondary - The number of children offered places to start year 7 in 2019 has risen again this year by 260 places. Before offer day, the LA worked with schools to create an additional 560 secondary places across 19 schools to ensure sufficient capacity. The additional places were created via bulge cohorts (an additional 10 to 60 places per school) within existing secondary schools.
- 2.7 In-year moves - The LA does not currently coordinate applications for school places outside the normal annual cycle round. Parents approach schools directly to request places and the LA role is to support schools with their responsibilities, ensuring that sufficient places are available to families when they need them and families are supported to fulfil their duty to secure an appropriate education for their child. Where parents do not secure an offer in the normal way, the LA works with schools and parents to ensure places are secured as quickly as possible.

3. Normal Round (Annual Cycle) Primary

- 3.1 On 16th April 2019 (national offer day), there were 1034 vacancies (9.6%) in Primary Schools across the city. We aim to have a surplus of between 5-10% across schools to ensure that families moving into the area or changing schools in-year can access places quickly, keeping disruption to a minimum for children, families and schools and also taking into account new housing developments. As expected, over

the summer term new applications continued to be received and by August, the vacancies had reduced to 665 across the city (6.2%)

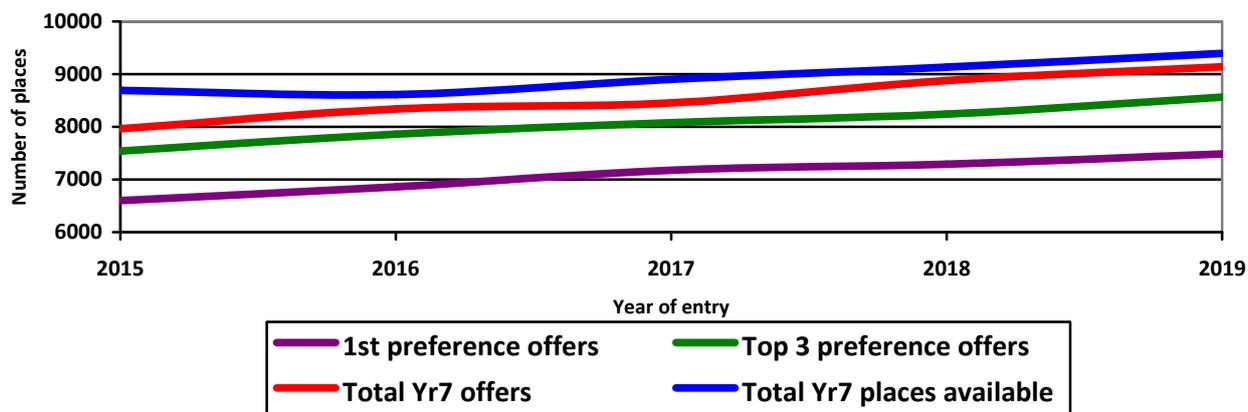
- 3.2 New applications continued to be received over the summer term. By 22 August, the number of offers made had increased to 9959 (+316 since offer day in April) due to appeals, pupil movement and the waiting list process. 89% of applicants had received a first preference offer (+1% since offer day in April).
- 3.3 The graph below shows the primary offer day position for the past 5 years.



4. Normal Round (Annual Cycle) Secondary

- 4.1 On 1st March 2019 (national offer day), there were 252 vacancies (2.7%) in Secondary Schools across the city which allowed for some pupil movement and late applicants to be offered a place between offer day and the start of term.
- 4.2 Own admitting authority schools (Academies, Trust Schools and Voluntary Aided schools) can notify the local authority that they wish to offer additional places at their school at any time.
- 4.3 This year, 21 secondary schools admitted pupils above their Published Admission Number (PAN), providing a total of 602 additional places above PAN. As set out at 2.4 above, 560 of the additional places were agreed with the LA prior to offer day, allowing the offer to be made on national offer day.
- 4.4 After national offer day, three secondary schools asked the Local Authority to admit children over their PAN, resulting in 42 additional places being available. The LA did outline the potentially detrimental impact of these decisions on their neighbouring schools, as it can reduce the number of children on roll at the lower preference schools, however, the parental order of preference has a significant impact during this process, as the Local Authority is obliged to offer the family their highest possible preference.
- 4.5 The graph below shows the secondary offer day position for the past 5 years:

Year 7 Entry



4.6 By 22 August, the number of Year 7 places offered in Leeds had increased to 9195 (+54 since offer day in March) and 87% of applicants had received a first preference offer (+5% since offer day in March) due to appeals, pupil movement, the waiting list process and the additional 42 places.

5. Appeals

5.1 Whenever an application is refused, the applicant has the right of appeal against the decision. Some schools arrange their own appeal hearings, so not all appeals are lodged with the LA. The statistics below relate to the appeals arranged and heard by the LA in the normal rounds.

5.2 Not all appeals lodged will be heard, the reasons for this include that a place at the requested school may become available from the waiting list prior to the appeal or that the parent may withdraw an appeal after it is lodged.

5.3 The below table shows the appeals lodged and heard for Reception entry from 2016 to 2019.

16th April – 1st September	Rec 2016/17	Rec 2017/18	Rec 2018/19	Rec 2019/20
Appeals lodged with LCC*	479	463	357	383
Appeals heard *	301 (62.8% of those lodged)	309 (66.7% of those lodged)	245 (68.6% of those lodged) with 17 remaining outstanding and to be heard in September 2018	206 (53.8% of those lodged) with 9 remaining outstanding and to be heard in September 2019
Appeals granted*	18 (6% of those heard) data not available with regards to class size	18 (5.8% of those heard) All of which were class size	9 (3.7% of those heard) of which 8 were class size (3.3% of those heard)	10 overall (4.9% of those heard) of which 4 were class size (1.9% of those heard)
Appeals not granted*	283 (94% of those heard)	291 (94.2% of those heard)	219 (89.4% of those heard)	187 (90.8% of those heard)
Number of offers made (on 16th April)	10,051	9,683	9,595	9643
1st Preferences met (on 16th April)	8,789 (87%)	8,458 (87%)	8460 (88%)	8501 (88%)
Placements (no pref met) (on 16th)	301 (3%)	284 (3%)	279 (3%)	262 (2.7%)

5.4 The table below shows the number appeals lodged and heard for Year 7 entry 2016-2019

1st March – 1st September	High 2016/17	High 2017/18	High 2018/19	High 2019/20
Appeals lodged with LCC*	438	304	396	413
Appeals heard *	314 (71.7% of those lodged)	208 (68.4% of those lodged)	258 (65.2% of those lodged) with 17 remaining outstanding and to be heard in September 2018	287 (69.5% of those lodged) with 16 remaining outstanding and to be heard in September 2019
Appeals granted*	41 (13.1% of those heard)	36 (17.3% of those heard)	45 (17.4% of those heard)	38 (13.2% of those heard)
Appeals not granted*	273 (86.9% of those heard)	172 (82.7% of those heard)	198 (76.7% of those heard)	233 (81.2% of those heard)
Number of offers made (on 1st March)	8341	8455	8881	9141
1st Preferences met (on 1st March)	6858	7178	7290	7486
Placements (no pref met) (on 1st March)	382 (4.6%)	279 (3.3%)	474 (5.3%)	430 (4.7%)

**The appeals reported here relate to the appeals arranged and heard by the Local Authority.*

6. In Year School transfers

- 6.1 Mobility within and into the city continues to create pressure on school places. Throughout the 2018/19 academic year, over 7407 children requested an in-year transfer. Many of them preferencing three or more schools, resulting in over 23,000 transfer requests being dealt with by the Admissions Team.
- 6.2 The LA do not coordinate in-year school place offers. The LA role is to ensure there are sufficient school places and where parents do not secure an offer in the normal way, to work with schools and parents to ensure places are secured as quickly as possible.
- 6.3 There is a statutory requirement for schools to notify the LA of any pupil leaving or starting at their school within 5 days. Due to the administrative burden, particularly in areas where there is high mobility, schools do not routinely meet this requirement and this means the LA is not always aware that a child has requested a place at a school and been unsuccessful in securing one. We are working on developing an automatic live data feed between all schools and the LA to meet this need more efficiently. This is due to be rolled out to schools during the 2019/20 school year, but requires all schools to agree to the LA accessing such data from their server.
- 6.4 Due to a high volume of migration into one area of East Leeds, the admission team has been coordinating in-year admissions for 12 primary schools (including own admitting schools). This has worked well with 936 school place offers being made for the 12 schools between July 2018 and July 2019. This success has been achieved by a significant proactive approach and short term allocation of additional resource by these schools and a number of LA teams.

7. Office of the Schools Adjudicator

- 7.1 This year, there were two objections made to the Office of the Schools Adjudicator about the Council's 2020 admission policy and the Council applied to vary the 2019 and 2020 published admission number for Hollybush Primary School.
- 7.2 Objections - The referrals were made by Leeds residents. As both the referrals were linked, the objections were considered together. The first objection was specifically to the arrangements for Carr Manor Primary School (now called Manor Wood Primary School) and the second referral was related to all primary schools for which Leeds City Council is the admission authority.
- 7.3 On 16th August 2019, the Schools Adjudicator decision was that the objections were partially upheld. The Adjudicator's findings were:
- *the consultation undertaken by the Council before determining these arrangements met the requirements of the Code.*
 - *the Council needs to further clarify the new catchment areas for parents*
 - *the north eastern boundary of the catchment area for Carr Manor Primary School (now Manor Wood Primary School) need to be amended*
 - *it is reasonable for parts of Leeds not to be contained within the catchment area for a community or voluntary controlled school.*
 - *two of the SIFs ask for personal details of families and this needs to be removed*
- 7.4 The determination is binding on the LA. The LA revised the admission arrangements before the deadline and published the updated policy.
- 7.5 Variation - At the request of the school governors, the Council applied for permission to vary the admissions policy for 2019 and 2020 due to a major change in circumstances being an unexpected reduction in the birth rate across the local area. The Adjudicator agreed the variation on 26th July 2019. This means the Published Admission Number (PAN) had reduced from 90 to 60 for admissions in September 2019 and September 2020.

8. Conclusions

- 8.1 Despite changing numbers of children requesting and being offered a school place, the percentage of children receiving a 1st preference offer in the normal round is stable.
- 8.2 Although in-year applications and offers are not coordinated by the Local Authority, the Admissions Team continues to receive a large number of applications and is required to support schools and families to ensure that places are offered in a timely way.
- 8.3 The appeals process continues to meet all statutory deadlines and provide parents with their right to appeal to an independent panel following any decision to refuse an application for a place.