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## Admission Policy

Spring 2018

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### Summary

This is the School Admission Policy written by Leeds City Council.

The local authority acts as the admission authority for our school admissions. The new policy will come into place from Sept 2016 and this covers dates for common preference applications, allocation and offer of places and waiting lists.

This policy will need to be reviewed when notified by the LEA.

### Recommendation

Governors are requested to read this policy, consider its content and approve its adoption.

Author's Role	Business Manager
Date	Spring 2018
Internal Review Date	Spring 2019
Official Review Date	Spring 2021

## CO-ORDINATED ADMISSION SCHEME FOR PRIMARY, INFANT AND JUNIOR SCHOOLS IN LEEDS 2017/2018.



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 of the Catholic voluntary aided schools, the Church of England voluntary aided schools, the Jewish voluntary aided school, the Foundation primary schools, and the Academy Trusts of the Academies and Free Schools shown in appendix 1a:

- a. The local authority acts as the admission authority for all other Leeds primary, infant and junior schools.

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 2016– 15 January 2017**.

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 on line 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 three 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, a place will be offered at the nearest school with places available.
- 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.

The closing date, **15 January 2017**, 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 in the parents guide to admissions booklet.
- 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 access a copy of the CPF (and a parent's guide) or apply online.

After the closing date of 15 January 2017 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 or on the CPF are valid applications. The governing body of Voluntary Aided 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 school requires 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 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 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 **18 April 2017** 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 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 preferenced 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 write and accept the offer of a school place by **30 April 2017**. 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 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 2017**, and for community and voluntary controlled schools the waiting list will remain open until **26 July 2017**. 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 2017**

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 2017**.

The local authority will endeavour to process any late applications until **24 February 2017** 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 2017** 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 2017** 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 2017** 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 2017** 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 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 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 2016/2017 for Aided, Community, Foundation Schools and Academies**

Date	Stage
1 November 2016 to 15 January 2017	Apply for a place
18 April 2017	Offers go out
28 April 2017	Waiting list deadline
16 May 2017	Appeals deadline
April to July 2017	Places allocated from the waiting lists and appeals held
September 2017	Start primary school

## **APPENDIX 1a**

### **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**

All Saints Church of England Primary School  
Adel St John the Baptist 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

Cookridge Holy Trinity Primary

Hawksworth Primary

Hunslet St Mary's Primary

Kirkstall St Stephen's Primary

Ledston Lady Elizabeth Hastings Primary

Manston St James Primary

Meanwood 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

Barwick-in-Elmet Cof E Primary

Beechwood

Beeston Primary

Blenheim Primary

Brudenell Primary

Collingham Lady Elizabeth Hastings Primary

Colton Primary

Cookridge Primary  
Cross gates Primary  
Deighton gates Primary  
Grange Farm Primary  
Great Preston C of E Primary  
Guiseley Primary  
Harewood C of E Primary  
Hugh Gaitskell Primary  
Irlandwood Primary  
Iverson Primary  
Kippax Ash Tree Primary  
Kippax Greenfield Primary  
Kippax North Primary  
Lady Elizabeth Hastings, Thorp Arch Primary  
Lane End Primary  
Little London Primary  
Meadowfield Primary  
Micklefeild C of E Primary  
Middleton Primary  
Ninelands Primary  
Primrose lane Primary  
Quarry Mount Primary  
Queensway Primary  
Rawden Littelmoor Primary  
Rowden St peter's C of E Primary  
Rose bank Primary  
Southroyd Primary  
Strawberry Fields Primary  
Swillington Primary  
Templeneusam 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  
Woodlands Primary Academy

