

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 secondary schools are:

- a. The Governing Body for the following voluntary aided (VA) and foundation (F) schools and Academies (A) and University Technical Colleges (UTC) :

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| Abbey Grange Church of England Academy | (A) |
| Boston Spa School | (F) |
| Brigshaw High School | (F) |
| Bruntcliffe Academy | (A) |
| Cardinal Heenan Catholic High School | (VA) |
| Leeds City Academy | (A) |
| Cockburn School | (F) |
| The Co-operative Academy | (A) |
| Corpus Christi Catholic College | (VA) |
| Crawshaw School | (A) |
| David Young Community Academy | (A) |
| Leeds East Academy | (A) |
| Farnley Park Academy | (A) |
| Garforth Academy | (A) |
| Guiseley School | (A) |
| Horsforth Academy | (A) |
| John Smeaton Academy | (A) |
| Leeds Jewish Free School | (A) |
| Leeds West Academy | (A) |
| The Morley Academy | (A) |
| Mount St Mary's Catholic High School | (VA) |
| Priesthorpe School | (F) |
| Prince Henry's Grammar School | (A) |
| Pudsey Grangefield Maths and Computing Collage | (F) |
| University Technical Collage Leeds | (UTC) |
| Ralph Thoresby High School | (F) |

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| Rodillian School | (A) |
| Royds | (F) |
| The Ruth Gorse Academy | (A) |
| South Leeds Academy | (A) |
| St Mary's Catholic Comprehensive School | (VA) |
| Swallow Hill Community College | (A) |
| Temple Moor High School | (F) |
| The Temple Learning Academy | (A) |
| Wetherby High School | (F) |
| Woodkirk School | (A) |

- b. The local authority act as the admission authority for all other Leeds secondary schools.

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

The Leeds Common Preference Form

An online application facility will be available during the application period **1 August 2016 – 31 October 2016**.

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 secondary education, year 7. 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 or Academies or University Technical Collages);
- b. for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools or Academies or University Technical Collage.)

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 2016**, 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 in their last year of primary education, year 6, can access a copy of the CPF (and a parent's guide) or apply online.

After the closing date of 31 October 2016 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, Academies and University Technical Collages.

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 schools who are their own admitting authority (Voluntary Aided, Academies, Trusts and University Technical Collages) 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. 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

The David Young Community Academy requires all students to take a Fair Banding Assessment in order to apply its admission policy.

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 audition process.

Cockburn can offer 10% of places to applicants who have an aptitude in performing arts.

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.

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.
- Ensure that a child joining year 6 later in the school year is not left out of the transfer procedure.
- Advise 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 Secondary School Parents Guide for deciding places in Community and Controlled schools.

Where the child of a Leeds resident is not eligible for a place at any of the denominational schools, the child will be allocated a place at the closest Community or Controlled school (or Aided or Foundation School, or Academy, or University Technical Collage 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 parents are not resident in Leeds, the home LA will be responsible for their education.

The local authority will notify the Academy, Foundation, Voluntary Aided schools and University Technical Colleges 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 **1 March 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 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 preferenced Academies, Foundation, Voluntary Aided schools and University Technical Collages 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 28 March. Academies, Foundation, Voluntary Aided schools and University Technical Collages 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, Voluntary Aided schools or University Technical Collage 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 **31 December 2017**, and for community and voluntary controlled schools the waiting list will remain open until **25 July 2018**.

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 late applications until **10 December** and liaise with any Voluntary Aided or Foundation schools or Academies or University Technical Collages listed. 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. Other LAs may not accept any late applications without proof of exceptional reasons. After **10 December** 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).

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 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 or a University Technical Collage 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 or University Technical Collage 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 or University Technical Collage (Leeds LA will deal with the application if it is for a Community School). The governing bodies 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 or University Technical Collage.

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 or University Technical Collage. The governing body 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 2017 for Aided, Community, Foundation Schools and Academies

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| 31 July 2016 | Information packs sent out to Leeds parents |
| 1 August 2016 | Applications open |
| 31 October 2016 | Closing date for the applications It is also the closing date for Supplementary Information Forms to be returned to individual Voluntary Aided schools, either via the primary school or direct to the secondary school. Voluntary Aided schools and the local authority will forward any forms sent to them in error |
| 10 December 2016 | Applications received after this date will be considered as late applications, |
| 9 January 2017 | 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 |
| 9 January 2017 | 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. |
| 16 January 2017 | 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. |
| 16 January 2017 - 23 January 2017 | Preferences data exchanges with other Local Authorities. |
| 3 February 2017 | Final run by Leeds LA |
| 10 February 2017 | Final exchange of confirmation of offers shared with other LAs |
| 15 February 2017 | Parents of children with a statement of special educational need will be offered a school. |
| 1 March 2017 | National Offer Day |
| May and June 2017 | Secondary appeals |
| April 2017 to end of August 2017 | Reallocation of vacancies and communicating those results to other authorities |
| 25 July 2018 | Closure of waiting lists |