

It was confirmed yesterday that Cockburn School will be able to admit a further 60 pupils to Year 7 in September 2020. We would like to provide clarity on how these places will be allocated.

### Waiting lists

All places **must** be allocated in line with the school's oversubscription criteria and the places can't be allocated until the first deadline for waiting list requests has passed. This means that these places will be allocated during **week commencing 23 March** and will be allocated to those at the top of the waiting list at that time.

Waiting lists are held in order of the school's oversubscription criteria which for Cockburn School are as follows:

#### Priority 1

*A) children in public care or fostered under an arrangement made by the local authority, special guardianship order or children who were previously looked after but ceased to be so because they were adopted or become subject to a Child Arrangements Order or Special Guardianship Order*

*B) students without an EHCP who have exceptional medical or mobility needs which the school feels can only be realistically met by Cockburn School.*

#### Priority 2 \*

*Children who show a particular aptitude (ie: potential) for one or more of the Performing Arts – music, dance and drama (up to 10% of the intake number by audition). Parents/carers will have to complete a supplementary form and your child(ren) go through an audition process. Children not demonstrating aptitude will be considered under our other oversubscription criteria for a place at Cockburn School*

#### Priority 3

*Children with brothers or sisters who are attending the school at the time the application is received and are living at the same address*

#### Priority 4

*Children for whom Cockburn School is the nearest high school (excluding faith or voluntary aided schools).*

#### Priority 5

*Any other children*

\*Please note: The audition process for the Performing Arts aptitude has now passed, therefore **no** further applications would be granted priority 2.

Within each priority, applicants are ordered by distance from the school, measured in a straight line.

All school admissions policies are published on their website, or on the admissions pages at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions) if you want any information about how all schools allocate their places.

Any child who was not offered any of the schools they applied for (they received an 'unplaced' offer) has been added to the waiting list at all the schools they applied for. If you no longer want to be included on those waiting lists, or you want to change your preference order, please let the admissions team know via email at [startingsecondary@leeds.gov.uk](mailto:startingsecondary@leeds.gov.uk)

All parents can ask to be added to any waiting list where they would like to be considered for a place (there is no limit to the number of waiting lists you can be on). All waiting lists are held in the order of the published oversubscription criteria for the school and not in the order the waiting list requests are received.

### Preference order

Your preference order is really important in this process, but it's important to understand that when schools rank their waiting lists, they **do not know which preference order you gave to their school**. If you ask to be added to any school waiting list, you need to confirm what is your preference order, because the Local Authority use your preference order to:

- Take you off waiting lists whenever you're given a place at a higher preference school
- Offer you your highest possible preference where you qualify for a place at more than one school

**When will offers be made?**

The first cut off for waiting list requests is **16 March at 11.59pm**. All requests received before this time will be added to the waiting lists and then the schools will rank their lists.

Any available places will be allocated from these waiting lists during week commencing **23 March**.

After the first waiting list allocations, this same process will continue on a fortnightly basis until September, with waiting lists ranked each time before offers are made.

**I want to know now whether I will be offered one of the available places. Why can't this be done now?**

We are obliged to offer places in line with our published timetable and this states that our first cut off for waiting list requests is 16 March, so we must give everyone the same opportunity to ask to be added to waiting lists.

**How many waiting lists can I be added to?**

A child can be on as many waiting lists as they would like, but make sure that you consider your preference order, and also understand that between now and September, when a place is allocated your previous offer is always automatically withdrawn and that place will be allocated to another child.

If you were not allocated a place at any of the schools you asked for: we have added you to the waiting lists for those schools already. You can ask to be added to other school waiting lists too, just make sure you tell us your preference order.

If you were allocated any of the schools you asked for: we haven't added you automatically to any waiting lists - you will need to ask for this to happen via our webform:

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/school-waiting-lists>

**If I was offered a school further away, am I guaranteed to get a place at Cockburn now?**

Schools must allocate any available places in line with their admissions policy, this ensures that the allocations are transparent and fair. The additional places at Cockburn School will help to offer children a place closer to home, but there is no guarantee that you will receive an offer at Cockburn School. More importantly, you must be on the waiting list to be considered for a place.

**Now that more places are available locally should I turn down the offer I was given at a school I didn't ask for?**

Although more places in the area will mean more local offers are made, we are unable to guarantee that everyone will be offered a place they have asked for. Until all waiting list requests have been received and all waiting lists have then been ranked by schools, it is not possible to give assurance about who will be allocated any available places.

**Some children have been offered more than one place and I didn't get any of my preferences?**

No child has been offered more than one school – every child only has one place allocated.

**Will anyone who asks for a place now come after me on the waiting list as I applied by the deadline in October?**

It depends what criteria of the school's oversubscription priority the applicant meets. If they meet a higher priority of the policy then they will be above you on the waiting list. When you apply and what offer you already have cannot be taken into account when ordering the waiting lists.

**Should I accept, reject or just not respond to my current offer?**

This is a decision only you can make and we hope the following can help you make an informed decision.

If you accept your current offer, this has no impact on your position on any other school waiting list as admitting authorities can't take it into account when ranking waiting lists. Appeals panels won't take this into account either, as they will know that this is an offer you didn't preference. Accepting an offer doesn't affect whether or not you'll be offered a place at a more preferred school - if you qualify for a place at a higher preference you've told us about, we must offer you that place regardless of whether you've accepted a different offer.

If you reject your current offer and it is withdrawn, there is no guarantee that another offer will be made at a preferred school.

If you do not respond to the offer, the school may contact you to ask you whether you will be accepting it.

### **Are the extra places at Cockburn or Cockburn John Charles?**

Cockburn John Charles Academy have already offered 60 additional places for this September and these were allocated on national offer day. The consultation information that people received yesterday is about the school permanently expanding by 30 places from 2022 as part of the wider plans to ensure sufficient places are available in the area.

The further extra places announced last night are at Cockburn School (60 – offering a total of 300 places for Y7 in September).

### **When will I know where my child is on the waiting list?**

Waiting list positions are only allocated after the first cut off has passed and all requests have been added to the lists. Each school is then responsible for reviewing their waiting list and ranking all applicants in line with their admissions policy, and any vacancies will then be filled. Waiting list positions will be available to parents from 27 March after the first offers from waiting lists have been made.

### **Should I submit an appeal?**

Appeals are heard by an independent appeal panel. Where a formal appeal is lodged before 30 March, the appeal will be scheduled to be heard between May and July. When you appeal, you are appealing against the refusal to offer a place, **not** against the place that you have been offered. Appeal panels are only able to grant places in limited circumstances, so you should consider whether your situation meets one of these – information is available on <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals> .

### **Timetable**

2 March	Offer day – waiting lists open
16 March	First cut off for waiting list requests. All waiting list requests received up to 11.59pm will be included in first offers from waiting lists
Week commencing 23 March	After schools have ranked their waiting lists, first allocations from waiting lists will be made
30 March	First cut off for lodging an appeal (appeals lodged after 30 March will be heard but are not guaranteed to be heard before September)
Fortnightly	Any further waiting list requests received will be added to waiting lists. Waiting lists will be cut off on 27 March, 17 April, 1 May, 15 May and 5 June. New requests will be added to the waiting lists, schools will then rank and any vacancies will be filled.
May – July	Appeal panels held