



# Consultation on the changes to the Admission policy for Schools in Leeds

**These proposals would make changes to the current admission arrangements for all Community and Voluntary Controlled schools in Leeds**

**The proposed changes would be effective from September 2020**

**We welcome all your views and encourage you to respond by the deadline of 7 December 2018**

Consultation dates: 22 October 2018 to 7 December 2018

This consultation document tells you about the proposed changes and explains the decision making process

All comments and suggestions are invited and you can provide these by completing the online consultation survey, available here: <https://surveys.leeds.gov.uk/s/JXAMN/>



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## The Proposals

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Leeds City Council, as the admission authority for community and voluntary controlled schools, is proposing the attached admissions policy which would apply to applications for school places for the academic year 2020/21 for Primary and Secondary schools.

We are consulting on the following proposals, and would like to hear your views and comments about these, so that we can decide whether to include these changes for the admissions policy for 2020/21:

### For primary schools only

- 1) To define catchment areas for the 108 community and voluntary controlled Primary Schools in the city

### For all schools

- 2) Removal of the requirement for the sibling to be older than the applicant to qualify for sibling priority in the normal round **\*\*\*For clarification, there is no proposal to remove sibling priority. The proposal is to extend the priority so it applies to both older and younger siblings\*\*\***
- 3) That applications received after the statutory deadline for school applications will be considered as 'late applications' if received 4 weeks after the national deadline (rather than 6 weeks as in the existing policy) in line with neighbouring authorities
- 4) Changes to the application process for school transfers (in year applications) so that all applications are submitted by parents to the Local Authority rather than to each individual school

The policy also lists the admission numbers for all Community and Voluntary Controlled schools in the city. The only reduction in PAN is for Greenside Primary School, where the expected expansion programme is no longer going ahead.

All comments and suggestions are invited and you can provide these by completing the online consultation survey, available here: <https://surveys.leeds.gov.uk/s/JXAMN/>

There are some changes which we **must** make to the previous policy so that it is accurate and explains clearly how places are offered. These changes are for all schools covered by the policy:

- i) Expanded definition of the children eligible to receive Priority 1a (CLA and Previously CLA) to include children previously looked after outside England, to be in line with 2018 DfE guidance
- ii) Clarified information about waiting lists and home addresses
- iii) Update to dates to ensure accuracy for 2020/21
- iv) Minor wording changes to provide further clarity for parents

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## The consultation process

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The consultation will last until 7 December 2018 and during this time parents and carers, local residents and any other interested party can share their views about the proposals with the council.

We are asking you to tell us:

- Whether you agree or disagree with the proposal to remove the 'nearest' priority for applicants for community and VC schools and introduce a catchment area priority instead
- Whether you agree, disagree or have any other comments about the 108 proposed primary catchment areas
- Whether you agree or disagree that all siblings attending a school, whether older or younger, should allow the applicant to qualify for sibling priority
- Whether you agree or disagree that applications received after the statutory deadline for school applications will be considered as late applications if received 4 weeks after the national deadline (rather than 6 weeks as at present) in line with neighbouring authorities
- Whether you agree or disagree that all school transfer applications should be submitted to the Local Authority who will then be responsible for notifying the requested schools
- Any specific reasons for those views

All responses to the consultation will be reviewed and considered, to inform the recommendations which will be made to Leeds City Council's Executive Board for determination (approval) of Admissions Arrangements for the academic year 2020/21.

It is important to note that the Local Authority is not the admission authority for any Academy, Foundation School, Voluntarily Aided School or Free School. If these schools decide to make changes to their own admissions arrangements, they will undertake their own consultation with stakeholders.

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## Further detail about each proposal

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### 1) Defining Catchment Areas for the 108 Community and VC Primary Schools

Leeds City Council proposes to determine defined 'catchment priority areas' for the Community and Voluntary Controlled **Primary** schools in the city.

Historically, the admissions policy for these schools has prioritised children who have the school as their 'nearest', over those who do not have the school as their nearest. Following consultation, we changed the policy in 2017 for secondary school admissions, so that children living within the defined catchment area receive a priority rather than 'nearest' children. We are now consulting on a similar change for primary schools.

There are 108 Community and Voluntary Controlled Primary Schools for whom the Local Authority is the Admission Authority. The other 118 Primary schools in Leeds are Foundation, Academy, Free or Voluntary Aided schools who are their own admitting authority, responsible for determining their admissions policy independently. These proposals **only** relate to the 108 Community and Voluntary Controlled Primary Schools.

#### *Why are we proposing the change?*

Some parents and elected members have raised concerns that the admissions policy does not work well in some areas of the city, so we've reviewed the existing admissions policy for our community and voluntary controlled primary schools and we are proposing changes to offer a more meaningful priority for applicants.



We currently prioritise places for those who have the school as their 'nearest' but feedback from parents and elected members has indicated that this doesn't easily describe the area and who will receive priority for admission. This is mainly because not all schools are included in the calculations of 'nearest' school, as some schools prioritise applications based on other factors, including faith, a simple distance measurement or other criteria. Defining the geographical areas as 'catchments' instead of 'nearest polygons' is felt to be clearer for parents and can be more easily understood. Catchment areas also help schools to identify their communities and give parents an indication of their priority school where they are more likely to be offered a place.

When looking across the city and defining possible catchment areas, it was clear that in some areas there is no obvious reason to make any change to the area where priority for admission should be given. For 66 of our schools, we have proposed that the catchment area would be the *same geographical area* defined as the nearest polygon. We would like to hear from all stakeholders whether you agree with these proposed defined catchment areas.

For other schools, it is recognised that setting catchment areas offers an opportunity to consider physical barriers, such as rivers, major roads or railway lines, as well as balancing the number of children within the priority area, as these are things which weren't considered when places were prioritised on the basis of 'nearest'. This will ensure the priority offered is meaningful. For 42 community and voluntary controlled schools, the proposed catchment area is *different* to the existing nearest priority area.

As with the existing 'nearest' priority, there is **no guarantee** of a place for pupils living within a school's catchment area or for pupils who move into the area at a later date. Living in a catchment area gives pupils a higher priority for admission to a school over other pupils who live outside the catchment area, when applicants are being prioritised for places but does not guarantee an offer of a place.

Further information about the proposed catchment areas for the primary schools covered by the Leeds City Council admission policy, is available online at <https://www.leeds.gov.uk/residents/childrenfamilies-and-carers/schools-and-learning/school-places/school-admissions-policy-consultation>. You can check how the proposed changes may affect how your application for a school place might be prioritised by using our interactive online consultation map.

## **2) Removal of the requirement for the sibling to be older than the applicant child in order for them to qualify for sibling priority in the normal round.**

The proposal is to remove the current requirement for the sibling priority to only be granted where the sibling is 'older than' the applicant in the normal admission round. This mainly affects our two community All Through Schools (Roundhay and Carr Manor).

### *Why are we proposing the change?*

Under the previous admissions arrangements, children joining one of the all through schools in Y7 would only receive sibling priority if their sibling was older than them and not if they only had a sibling attending the primary phase of the all through school.

The proposed change is to allow all applicants who have siblings who will be on roll at the school at the start of the academic year - whether the sibling is older or younger than them - to receive sibling priority.



### **3) That applications received after the statutory deadline for school applications will be considered as late applications if received 4 weeks after the national deadline (rather than 6 weeks as at present) in line with neighbouring authorities**

At present, any application received within 6 weeks of the closing date for applications, is considered as 'on time'. The proposal is to reduce this to 4 weeks from the national closing date.

#### *Why are we proposing the change?*

The proposal is to reduce the number of weeks that applications would be considered as 'on time' after the closing date, from 6 to 4 weeks. This would align the Leeds City Council approach to the approach taken by neighbouring local authorities, and will also allow the Local Authority to analyse parental preferences and demand for places more quickly.

### **4) Changes to the application process for school transfers (in year applications)**

The proposal is that all school place applications for school transfers outside the normal admissions round (in-year requests) are made, in the first instance, to the Council Admissions Team.

#### *Why are we proposing the change?*

Applicants currently apply directly to schools when they are requesting a place outside the normal admission round (in-year). All schools must then notify the family, and return the form to the Local Authority, indicating whether or not they can offer a place. At times, parents have reported that they apply to schools for a place but receive no response to their application, meaning that children are prevented from accessing a school place as quickly as we would like. Under the existing arrangements, the Local Authority is also unable to provide support to families to secure an appropriate school place as quickly as we would like.

If the application was submitted to the Council, the Admissions team can notify all schools of the application at the same time, and then track those applications to ensure applicants receive a response in a timely way. Individual school(s) would retain the responsibility for offering a place or refusing and informing the family of this. This would create a more efficient and streamlined process for parents/carers and ensure that all their preferred schools were aware of the application at the same time.

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## **Changes to the admissions policy to ensure compliance with the admissions code**

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- i) Expanded definition of the children eligible to receive Priority 1a (CLA and Previously CLA) to include children previously looked after outside England, to be in line with 2018 DfE guidance

The DfE Guidance from 2018 is that this priority should include previously looked after children from abroad. This is included in the updated definition in the primary and secondary arrangements.



- ii) Clarification of the information about waiting lists and home addresses

To provide greater clarity for applicants, the proposed policy includes further details about how applicants are added to waiting lists and how the lists are ordered. There is also more information about home addresses and incidents of shared care between parents.

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## Questions and Answers

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### **What is Leeds City Council's duty in relation to the admissions process?**

The local authority is required to co-ordinate all applications for Reception and Year 7 places. This means we receive all the applications centrally, work with schools who determine their own admissions to gather information from them, and send out all the offer letters, making sure each child only receives one offer.

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For school transfer applications (in-year), every school in the city has responsibility for deciding, in line with their published admissions policy, whether a place can be offered.

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### **What is Leeds City Council's duty in relation to the availability of school places?**

The Education Act 1996 places a duty on local authorities to ensure there are sufficient school places for all children living in its area. The local authority (LA) is also required to promote choice and diversity, and therefore must also ensure that there are a range of options available.

### **Under these proposals, will the admission arrangements for Academy, Voluntary Aided, Foundation and Free Schools remain the same?**

Leeds City Council is not the Admission Authority for these types of schools. These are own admitting authorities who have to decide whether to change their Admissions policy. If a school decided to do this, they would need to carry out a consultation on the proposed changes between October 2018 and 31<sup>st</sup> January 2019 for a minimum of 6 weeks.

### **Would I still have to give 5 preference choices when I apply for a school place?**

There is no guarantee that any applicant will be offered a place at their preferred school, even if their application receives a catchment priority. We always advise that parents use the 5 preferences available to them, taking into account the likelihood of being offered a place, as this increases the chance of being offered a preferred school.

### **What is the Coordinated Scheme?**

The Local Authority coordinates applications in the normal round (applications and offers for reception, junior school and year 7 starting in September) and the Coordinated Scheme sets out the timetable and how neighbouring Local Authorities and area admitting authorities work together to ensure that applicants only receive one school place offer.

## How to tell us your thoughts and opinions on the proposed arrangements

Responses can be made by completing our online survey, accessible here:



<https://surveys.leeds.gov.uk/s/JXAMN/>

This booklet, along with information on the progress of the proposal, is available at: <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/schoolplaces/school-admissions-policy-consultation>

To be considered, all responses must be submitted no later than 7 December 2018.

## What are the next steps of this process?

| Date   | Key event   |
|--|---|
| 23rd October 2018 to 7 <sup>th</sup> December 2018 | 7 week consultation period. An opportunity to submit views/responses using the online survey  |
| 8 <sup>th</sup> December 2018 to mid January 2019  | Analysis of the consultation responses undertaken<br>Recommendations made to Executive Board on the arrangements to be determined                           |
| No later than 28 <sup>th</sup> February 2019       | Executive Board will determine (approve) the 2020 admission policy for community and voluntary controlled schools and also determine the Coordinated Scheme |

## Glossary

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|------------------------|--|
| <b>Executive Board</b> | The decision making body of Leeds City Council, formed by the Leader of the Council and nine other executive Members. Representatives of all political parties attend Executive Board  |
| <b>Catchment areas</b> | A catchment area is a defined geographical area around a school. Once the area has been defined, a priority can be given in the oversubscription criteria to children living within that defined area. Living within a catchment area does not guarantee that a place will be offered. |
| <b>Stakeholder</b>     | Someone who has an interest in the proposal e.g. parent, member of staff, member of local community group, local resident  |

If you do not speak English and need help in understanding this booklet, you or a friend can telephone **0113 3785945** and ask for this to be arranged. We will then contact an interpreter. We can assist with any language and there is no charge for interpretation. If any of the information is required in large print/braille/ audio tape/CD please contact us.

## Arabic:

إن كنت لا تتحدث باللغة الإنجليزية وتحتاج لمساعدة لفهم هذا المستند؛ الرجاء الاتصال بالهاتف على الرقم أدناه، واذكر اسم لغتك. حينئذ، سوف نطلب منك أن تنتظر على الخط حتى نتصل بمترجم.

## Bengali:

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে নিচের নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।



**Cantonese:**

如你不懂說英語而需要協助以明白本文件，請致電下列電話號碼並說明你的母語。我們將會請你稍候以聯絡口譯員。

**Farsi:**

اگر شما به زبان انگلیسی صحبت نمی کنید و برای فهمیدن این مدرک نیاز به کمک دارید، لطفاً به شماره زیر تلفن کرده و نام زبان خود را ذکر نمایید. ما سپس از شما خواهیم خواست که تلفن را نگهدارید تا با مترجم تماس بگیریم.

**Hindi:**

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद चाहिए, तो कृपया नीचे दिए गए नंबर पर फ़ोन करें और अपनी भाषा का नाम बोलें। उसके बाद जब तक हम किसी दुभाषिए (इंटरप्रिटर) से संपर्क करेंगे, हम आपको होल्ड पर रखेंगे।

**Punjabi:**

ਜੇਕਰ ਤੁਸੀਂ ਇੰਗਲਿਸ਼ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਵਾਲੇ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫੇਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਤਾਂ ਜੋ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰਟਰ (ਦੁਭਾਸ਼ੀ) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕੀਏ।

**Kurdish:**

گەر زمانی ئینگلیزی نازانیت و بیویستت به هاوکاریه له تیگه‌یشتنی ئەم به‌لگه‌نامه‌یه‌دا، تکایه ته‌له‌فۆن بۆ ژماره‌که‌ی خواره‌وه بکه و زمانی ئاخاوتنی خۆت بلی. ئیهمه‌ش تۆ راده‌گرین له‌سه‌ر ته‌له‌فۆنه‌که‌ تا وه‌رگێڕیکی زمانت بۆ دابین ده‌که‌ین.

**Tigrinya:**

እንግልሽ ዘይብሉ/ብ/ብ. እንተኾነ/ካ/ካ እሞ ነዚ ደኩመንቲ/ሰነድ/ዚ ንምርዳእ ሓገዝ ምስ ዘድልዩ/ካ ቋንቋኻ/ኽ/ኽ ብምሕባር ኣብ/ዚ ኣብ ታሕቲ ተገሊጹ ዘሎ ቁጽሪ ተሌፎን ደውለልና/ደውልልና። ብድሕሪኡ ንሕና ኣስተርጓሚይ ክሳብ ንረክብ ኣብ መስመር ክነጸብዩ/ካ ኣ.ና።

**Urdu:**

اگر آپ انگریزی نہیں بولتے ہیں اور اس دستاویز کو سمجھنے کیلئے آپ کو مدد کی ضرورت ہے تو براہ مہربانی نیچے دیئے گئے نمبر پر ٹیلی فون کریں اور اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ سے انتظار کرنے کا کہہ کر آپ کیلئے کسی ترجمان سے رابطہ کریں گے۔

**Czech:**

Jestliže nemluvíte anglicky a potřebujete, aby vám někdo pomohl vysvětlit tento dokument, prosím zavolejte na níže uvedené číslo a uveďte svůj jazyk. Potom vás požádáme, abyste nepokládal(-a) telefon a mezitím zkontaktujeme tlumočnicka.

**French:**

Si vous ne parlez pas anglais et que vous avez besoin d'aide pour comprendre ce document, veuillez téléphoner au numéro ci-dessous et indiquez votre langue. Nous vous demanderons d'attendre pendant que nous contactons un(e) interprète.

**Polish:**

Jeżeli nie mówią Państwo po angielsku i potrzebują pomocy w zrozumieniu tego dokumentu, prosimy zadzwonić pod poniższy numer telefonu. Po podaniu nazwy swojego ojczystego języka prosimy poczekać – w tym czasie będziemy kontaktować się z tłumaczem.

**Slovak:**

Ak nehovoríte anglicky a potrebujete, aby vám niekto pomohol vysvetliť tento dokument, prosím zavolajte na nižšie uvedené číslo a uveďte svoj jazyk. Potom vás požiadame, aby ste nepokladali telefón a medzitým skontaktujeme tlmočníka.

**Somali:**

Haddii aadan af Ingiriiska ku hadlin una baahan tahay in fahamka dukumentigan lagugu caawino, fadlan soo wac lambarka teleefoonka hoose oo magaca sheeg luqaddaadag. Ka dib baan kugu oran doonaa sug inta aan turjumaan la xiriireyno.

**Romanian:**

Dacă nu vorbiți limba engleză și aveți nevoie de ajutor în înțelegerea acestei broșuri, puteți suna la 0113 3785945 și cereți ca această broșură să fie tradusă în limba dvs. de către un interpret. Putem oferi asistență în orice limbă și traducerea este gratuită. Dacă oricare dintre informații este solicitată în format mare de imprimare / alfabetul braille / banda audio / CD, vă rugăm să ne contactați.

**Contact us:**

- Complete the consultation survey <https://surveys.leeds.gov.uk/s/JXAMN/>
- Email to: [education.admissions@leeds.gov.uk](mailto:education.admissions@leeds.gov.uk)
- Write to: Admissions Team, PO Box 837, Leeds City Council, LS1 9PZ

