Wakefield's Co-ordinated Admission Arrangement Scheme for Pupil Allocation to Primary Schools in 2010-11

Introduction

Wakefield's scheme is made under Section 89B of the School and Standards and Framework Act 1998 and in accordance with the Education (Co-ordination of Admissions Arrangements)(Primary Schools)(England) Regulations 2002.

Interpretation

In this scheme :-

"the LA" means Wakefield Metropolitan District Council acting in their capacity as local authority.

"the LA area" means the area in respect of which the LA has responsibility for education.

"school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA.

"VA schools" means such of the schools as are "voluntary aided schools".

"foundation schools" means schools which are part of a Trust e.g. Education Ossett – Community Trust or Aspire Trust and are their own admissions authority.

"specified year" means the school year beginning at or about the beginning of September 2010.

"admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or VA school means the governing body of that school.

"admission arrangements" means the arrangements for a particular school or schools which govern the procedures and the decision making for the purposes of admitting pupils to the school.

"casual admissions" means any application for a place in the first year of primary school (reception) and the first year of a junior school (year 3) that is received on or after 3 April, 2010.

"neighbouring LAs" means the LAs of Barnsley, Doncaster, North Yorkshire, Kirklees or Leeds.

Explanation
For the school year 2010/11 the LA will be co-ordinating the arrangements for the admission of pupils to all maintained primary schools in the LA area.

Wakefield LA will become the “clearing house” for all schools in the Wakefield LA. The co-ordination scheme for admission to primary schools is a mechanism that will ensure that every parent resident in Wakefield who has applied for a school place in Wakefield during the normal admission round receives a single offer of a school place on the same day from the LA.

Wakefield LA is the admissions authority for all community and voluntary controlled primary schools. For voluntary aided and foundation Schools, the admissions authority is the Governing Body of the school.

In order to provide every Wakefield parent an offer of a single place the LA will be working with the Governing Bodies of VA and foundation schools Primary schools within the area of Wakefield.

The LA will be the body that makes the single offer of a place at a community, voluntary controlled or on behalf of the governing body of a voluntary aided/foundation school.

The scheme does not include any arrangements to deal with preferences expressed by Wakefield parents for primary school in any of our neighbouring LAs. Wakefield residents wishing to attend a school in other neighbouring LAs will apply direct to that LA.

In reverse other neighbouring LA residents wishing to apply for a Wakefield LA school will apply to Wakefield LA.

For children of parents resident in our other neighbouring LAs who are eligible for admission to more than one Wakefield school the scheme will determine which offer of a place will be made.

Under this scheme a Wakefield resident could receive two offers of a place, one in Wakefield or one in neighbouring LA school. In these circumstances it will be for the parent to decide which offer to accept. Wakefield will endeavour to exchange information with other neighbouring LAs where we are making an offer of a place in a Wakefield LA school to one of their residents.

The Scheme
The co-ordinated scheme will be administered by Wakefield LA and shall apply to every primary school in the LA.

There will be a standard form known as the Wakefield Common Application Form (WCAF).

The WCAF will be used for the purpose of admitting pupils into the first year of primary school, (reception year) and the first year of junior school, (year 3), where the school is a separate junior school, in the specified year and for casual admissions.

The WCAF must be used as a means of expressing up to three preferences by parents resident in the LA area in rank order of preference :-

a) for admission to a school within the LA area (including VA and foundation schools)

Residents in other neighbouring LAs wishing to apply for places at a Wakefield LA school must apply to Wakefield LA on a WCAF.

The WCAF will invite parents to give their reasons for each preference.

This scheme shall be classed as an “equal preference scheme”. All applications will be considered against published admissions criteria, but without reference to how the school applied for has been ranked by parents.

The LA will make appropriate arrangements to ensure:

a) that the WCAF is available on request from the LA; and

b) that the WCAF is accompanied by details of the co-ordinated admissions scheme which include an explanation that the parents will receive no more that one offer of a school place from Wakefield LA for a school in a Wakefield school and that
   - A place will be offered at the highest ranked preferred school for which they are eligible for a place; and
   - If a place cannot be offered at a preferred school, a place will be offered at an alternative school.
   - if a place cannot be offered at a preferred school, and the address is not in Wakefield, the home authority will be responsible for allocating an alternative school.

The LA will take all reasonable steps to ensure that every parent resident in the LA who has a child about to start reception year or year 3, where appropriate, receives a copy of the WCAF (and the Guide for Parents).

All preferences expressed on the WCAF are valid applications. The governing body of a Voluntary Aided or foundation school can require parents

who have nominated their school on the WCAF, to provide additional information on a Supplementary Information Form (SIF). 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 supplementary information form is required it must be returned to the school. All WCAF must be returned to the LA.

Where a Voluntary Aided or foundation school requests a SIF it cannot consider an application unless they receive a WCAF or, if resident in another area, their home area CAF, and the school is nominated on it. Where SIF are received directly by a VA or Foundation school the school must inform the LA immediately so it can verify whether a WCAF or neighbouring CAF, has been received from the parent, and if not contact the parent and ask them to complete a WCAF. Parents are not under any obligation to complete a school's individual school's supplementary form however not completing one may have a detrimental effect when that Governing Body considers the application against its admissions criteria.

Timetable
Completed WCAF are to be returned to the LA by the **13 November 2009.** Any SIF accompanying a WCAF must be returned by this date also.

By **8 January 2010** the LA will :

- where the parent has listed a VA or foundation school the LA will send the WCAF plus any SIF to the admission authorities for them to apply for admission policies.

By the **8 February 2010** the LA will :

- have received the eligibility list from the VA or foundation schools in Wakefield LA indicating who will and will not be offered a place.
- have completed a list of potential offers for community and voluntary controlled schools.

Between **8 February 2010** and **22 February 2010** the LA will:

- will match eligibility lists from of all schools and allocated places in accordance with the scheme. Where a child is eligible for admission to more than one Wakefield school the LA will apply the scheme to determine the single offer of a school place.
- Where an application has been received for a Wakefield VA or foundation school, the VA or foundation school will be informed of the outcome of the application. Wakefield VA and foundation schools to update Wakefield LA with any changes.
- Where a child is not eligible for a place at any of the preferences on the WCAF the child will be allocated a place in accordance with “preferences not met”.

By **1 March 2010** VA or foundation schools will inform the LA of any changes.

Between the **2 March, 2010 and 19 March 2010** the LA will run the scheme for a second time to take account of any changes received from Wakefield VA or foundation schools.

By **19 March 2010** the LA will indicate to other LAs whether a place will be offered at the required school. Wakefield will also indicate to other LAs where an application for a school place in a Wakefield school cannot be met. It is the home LA’s responsibility to allocate a school place.

On **2 April 2010** Wakefield residents will be sent the single offer of a school place as determined by the scheme. On the same day all Wakefield schools will be sent a list of those children whose parents have been sent a single offer of a school place at their respective schools. Wakefield LA will also inform residents in other LAs of places Wakefield LA are offering.

Determining Offers in Response to the WCAF
Wakefield LA will act as a clearing house for applications for places by the relevant admission authority in response to the WCAF. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the WCAF where :-

- it is acting in its separate capacity as an admission authority;
- an applicant is eligible for a place at more than one Wakefield school;
- an applicant is not eligible for a place at any school that the parent has nominated and lives in Wakefield.

Wakefield will match the ranked list against the ranked list of the other nominated schools and :-

- where a child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
- where a 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
- Wakefield will use the over-subscription criteria in its admissions policy published in the Guide for Parents for deciding places in Community and Voluntary Controlled schools. Similarly, VA and foundation schools will apply their own over-subscription criteria in its published admissions policy.

Where the LA can not make a single offer for any of the preferences expressed by a parent resident in Wakefield a place will be allocated in accordance with the guidelines set out in “preferences not met”.

Where the child is not eligible for a place at a nominated school, and the parents are not resident in Wakefield, the home LA will be responsible for their education.

Changes of Address
Any changes of the parental addresses on the WCAF will be accepted up to and including the 1 March, 2010 and the application will then be considered on this new address. If the original application was received on time then any change of address up to and including the 1 March, 2010 will not result in the application being categorised as late. Should a change of address result in a change of preference by a parent then this will be deemed a new application and will be dealt with accordingly. Due to the need to exchange data with surrounding VA and foundation schools any change of address received after the 2 March, 2010 will be deemed as a late application.

Preferences not met
Where the LA cannot make a single offer for any of the preferences expressed by a parent resident in Wakefield, a place will be allocated to the child at the nearest community or voluntary controlled primary school in Wakefield with places available, to their normal place of residence.

Places will be allocated to these pupils after all preferences for a school have been met. This will also apply where foundation schools got to adopt the LA's admissions policy.

Late applications
The closing date for applications in the normal admissions round is the 13 November, 2009.

Applications received by the LA up to and including 11 December, 2009 will be classed as being on time and will be included in the determination of potential offers.

Any WCAF received from 14 December 2009 onwards will be classed as late application.

Late applications will be dealt with in the following way :-
For applications received from 14 December, 2009 and up to and including 2 April, 2010 they will be considered after the allocation period has ended but before the 2 April, 2010. As far as possible late applications received prior to 2 April will be offered a school place on 2 April but the closer the 2 April deadline an application is received, the less likely it will be that an offer will be made on that date.

- No WCAF received on or before 2 April, 2010
Where Wakefield LA is aware of, for whom it has not received an application, a place at the nearest community or voluntary controlled school will be offered on or before 1 July, 2010.

- Applications received from 3 April, 2010 onwards will be classed as a casual application and will be dealt with under the arrangements for "casual admissions".

Casual Admissions
Applications received from 3 April, 2010, and for places in year groups other than the normal year of entry to primary school will be treated as casual admissions.

The LA will not be considering applications for VA or foundation schools after 3, April 2010 and therefore any application forms received after this date will not be co-ordinated.

Wakefield residents and non-Wakefield residents applying for a Wakefield school must complete a Wakefield Common Application Form.

A Wakefield resident wishing to apply to a neighbouring LA must apply to that LA and it will be for that LA to determine if a place can be offered.

The WCAF will :-

- invite the parent to express up to three preferences by completing the form, in rank order of preference.
- Invite the parent to give their reasons for each preference.

If any parent approaches a voluntary aided or foundation school directly about a casual admission, the governing body must ensure that the parent completes a WCAF. The WCAF should be sent to the LA as soon as practically possible, along with the Governing Body's decision on the application. The Governing Body should notify the parent of its decision at the same time it notifies the LA, and if a parent is refused a place, the right of appeal.

Where the first ranked preference is a school for which the LA is the admissions authority it will be dealt with before the second and third preferences.

Where the first ranked preferences is for a school where the LA is not the admissions authority it will be forwarded to the respective admissions authority whilst consideration is given to lower preferences at those schools where the LA is the admissions authority.

The determination of a place at a primary school will be based on :

- Any potential offer made by any admissions authority in Wakefield VA or foundation school.
- Potential school offers where the LA is the admissions authority.
- The ranking of preference on the WCAF.

The LA will keep track of any pupils who apply for casual admission, and intervene as appropriate to ensure that they are placed in a school without undue delay.

The single offer of a place at any Wakefield school will be made by the LA.

Waiting Lists

The LA will establish a waiting list for all community and voluntary controlled primary schools in Wakefield where the number of applications for those schools has exceeded the places available in Reception and Year 3 (where applicable).

Voluntary Aided or foundation schools in Wakefield LA will maintain their own waiting list where the number of applications for those schools has exceeded the places available in Reception and Year 3 (where applicable).

The waiting list for schools will be determined as follows :

- for community and voluntary controlled schools in accordance with LA's admission over-subscription criteria;
- for foundation schools in Wakefield where the schools' Governing Body has agreed that the LA act as admission authority for the school;

- for voluntary aided/foundation schools in accordance with the governing bodies admission criteria.

The waiting list for a Wakefield school will be based on the following principles :

- where a parent receives a place at their highest ranked school they will not be placed on the waiting list of their second and third placed school.
- Where a parent has been allocated a place at their second preference school, they will be placed on the waiting list of their first preference but not their third.
- Where a parent has been allocated a place at their third preference school, they will be placed on the waiting list of their first and second preference
- Where a parent has been offered a place at school they did not nominate, they will be placed on the waiting list of all the schools they preferenced.

A vacancy arises in Reception and Year 3 (where applicable) only when the number of offers to a particular school falls below the admission number.

The waiting list will be established on the offer day and be maintained for up to one calendar month following the first day of the school year.

Following the offer day, should an application be received for a school where the pupil has a higher priority for a place at the school as determined by the admissions criteria, they will be placed above those with a lower priority.

Right of Appeal

Any parent* whose child is not offered a school place for which they have expressed a preference, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into the area), and in respect of admissions at other than normal age (such as a year early or a year late for transfer from primary to secondary school). Parents who have missed the normal deadlines for applying for admission (late applications) or who have had an offer of a place withdrawn also have the right of appeal.

Where a parent is successful at appeal, and accepts the place offered on appeal, the school place they have previously been offered will be withdrawn and will be re-allocated to another parent who is on the waiting list for that school, or who is appealing for a place.

*(except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since September, 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place).

False Information
Where the LA has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.

Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.

Timetable for Co-ordination

13 November, 2009	Closing Date for applications
8 January, 2010	Wakefield LA sends applications for Wakefield VA or foundation schools to the respective Governing Bodies. Any applications for schools in other neighbouring LAs are sent to the respective LA.
8 February, 2010	Wakefield's VA and foundation primary schools send the list of pupils in eligibility order to the LA.
By 22 February, 2010	Wakefield will have determined eligibility for those schools for which it is the admissions authority and applied the scheme for its Wakefield schools to determine offers to be made. Where a child can not be offered a place, the child will be allocated a place at their nearest community/VC school. The LA informs Wakefield VA or foundation schools of any potential offers for their residents.
1 March, 2010	VA and foundation schools will inform the LA of any changes.
2 March, 2010 – 19 March, 2010	Wakefield LA applies the scheme for a second time to take account of offers changes from VA or foundation.
19 March, 2010	Wakefield will inform other LAs of any offers to be made.
2 April, 2010	Offers made to parents by Wakefield LA.
2 April onwards	Appeals.

Admission Authorities of Wakefield Primary Schools Covered by the Scheme

Community and Voluntary Controlled Schools – Admissions Authority Wakefield LA

Ackton Pastures Primary
Ackworth Howard CE (VC) J&I
Airedale Infant
Airedale Junior
Altofts Junior
Ash Grove J&I
Badsworth CE (VC) J&I
Bell Lane Primary (J&I)
Burntwood J&I
Carleton Park J&I
Carlton J&I
Castle Grove Infant
Chequerfield Infant
Clifton Infant
Cobblers Lane Primary
Crofton Infant
Crofton Junior
Dane Royd J&I
Darrington CE (VC) JI
Dimple Well Infant
England Lane J&I
Ferrybridge Infant
Fitzwilliam Primary
Flanshaw J&I
Flushdyke J&I
Gawthorpe J&I
Girnhill Infant
Glasshoughton Infant
Greenhill JI & Nursery
Grove Lea JI and Nursery
Half Acres J&I
Halfpenny Lane J&I
Havercroft J&I
Heath View Community Primary (JIN)
Hendal Primary (JIN)
Horbury Bridge VE (VC) J&I
Horbury Primary
Jerry Clay Lane J&I
Kinsley Primary (JI)
Kirkhamgate Primary

Community and Voluntary Controlled Schools – Admissions Authority Wakefield LA (cont.)

Knottingley CE (VC) JI
Larks Hill JI
Lawefield Primary
Ledger Lane J&I
Lee Brigg Infant
Lofthouse Gate Primary
Mackie Hill J&I
Martin Frobisher Infant
Methodist (VC) J&I
Middlestown J&I
Mill Dam J&I
Moorthorpe Primary (J&I)
Mount J&I, The
Netherton J&I
Newton Hill J&I
Normanton Common Primary
Normanton Junior
Normanton Newlands Primary
North Featherstone J&I
Northfield JI & Nursery with Autism Resource
Orchard Head JI & Nursery
Oyster Park Infant
Oyster Park Junior
Park Junior
Pinders Primary (JIN)
Purston Infant
Redhill Junior
Rookeries Carleton J&I, The
Rooks Nest J&I
Roundhill Junior
Ryhill JI & Nursery
Sandal Magna JI
Sharlston Community
Shay Lane Primary (J&I)
Simpsons Lane J&I
Smawthorne Henry Moore Primary, Castleford
Snapethorpe Primary
South Hiendley J, I & EY
South Kirkby Common Road Infant and Nursery
South Ossett Infant
South Parade Primary & Nursery
Southdale CE (VC) Junior
St. James CE (VC) J&I
St. Michael’s CE (VC) Primary NIJ
Stanley St. Peter’s CE (VC) Primary & Nursery

Community and Voluntary Controlled Schools – Admissions Authority Wakefield LA (cont.)

St. Peter's CE (VC) Junior
St Thomas CE (VC) Junior
Standbridge Primary
Stanley Grove Primary (J&I)
Stockingate Mill Junior
Streethouse JI & Nursery
Three Lane Ends JI
Throstle Farm J&I
Towngate J&I
Townville Infant
Upton Primary
Vale J&I, The
Walton Primary
Waterton JI & Nursery
West Bretton J&I
West End Primary (J&I)
Wheldon Infant
Willow Park Junior
Wrenthorpe Primary

Voluntary Aided Schools – Admissions Authority the Governing Body of the School

All Saints CE JI
English Martyrs Catholic Primary
Holy Family & St. Michael's Catholic Primary (VA)
Holy Trinity CE (VA) JI
Normanton All Saints CE (VA) Infant
Sacred Heart Catholic Primary (VA)
Sandal Endowed CE (VA) Junior
St. Austin's Catholic Primary (VA)
St. Giles CE (VA) J&I
St. Helen's CE (VA) J&I
St. Ignatius Catholic Primary (VA)
St. John's CE (VA) J&I
St. John The Baptist Catholic Primary (VA)
St. Joseph's Roman Catholic Primary (VA), Castleford
St. Joseph's Catholic Primary (VA), Pontefract
St. Joseph's Catholic Primary (VA), Moorthorpe
St. Mary's CE (VA) Primary (J&I)
St. Paul's CE (VA) J&I