

Wakefield's Co-ordinated Admission Arrangement Scheme for Pupil Allocation to Secondary Schools in 2008-09

Introduction

Wakefield's scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with the Education (Co-ordination of Admissions Arrangements) (Secondary 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 are the local education authority.

“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”.

“specified year” means the school year beginning at or about the beginning of September 2008.

“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 secondary education that is received after 1st March, 2008.

“co-ordinating LAs” means the LAs of Barnsley, Doncaster, Kirklees, Leeds or North Yorkshire.

Explanation

For the school year 2008/09 the LA will be co-ordinating the arrangements for the admission of pupils to secondary schools in the LA area and the local authority of Barnsley, Doncaster, Kirklees, Leeds and North Yorkshire (our “co-ordinating LAs”).

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

For children of parents applying for either a Wakefield LA or co-ordinating LAs school this scheme will enable one and only one offer of a place to be offered. Under this scheme the LA responsible for the area in which the parent and child reside is known as the home LA. Parents must apply to their home LA. For example a Barnsley resident wishing to apply for a Wakefield school must apply to Barnsley LA and a Wakefield resident wishing to apply for a Barnsley school must apply to Wakefield LA.

Eligibility for admission to a school is determined by the respective admissions authority. These been Wakefield LA for all community and voluntary controlled schools in Wakefield, for St Wilfrid’s Catholic High school and St Thomas a Becket Catholic school, the Governing Body of the school and for the schools in the co-ordinating LAs the respective LA or Governing Body where appropriate.

The scheme will determine for children resident in Wakefield a single offer of a school from potential offers at secondary schools in Wakefield and/or any other co-ordinating LA. The scheme will not determine a single offer of a school place to a child living in another LA. It will be for that LAs admissions co-ordination scheme to determine the child’s eligibility for admission and potential offer.

The LA will make the single offer of a school place at a secondary school to Wakefield residents as follows

- For community and voluntary controlled schools where the LA is the admissions authority;
- On behalf of St Wilfrid’s Catholic High school and St Thomas a Becket Catholic school; and
- On behalf of any secondary school maintained by another LA.

All offers will be communicated to parents on 3 March, 2008.

The Scheme

The co-ordinated scheme will be administered by Wakefield LA and shall apply to every Secondary school in LA and in its co-ordinating LAs.

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

All Wakefield residents must complete a WCAF.

The WCAF will be used for the purpose of admitting pupils into the first year of secondary school, year 7, 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 LEA area in rank order of preference :-

- a) for admission to a school within the LA area (including VA and foundation schools)
- b) to be admitted to a school located in another LA's area (including VA and foundation schools).

Residents in either Barnsley, Doncaster, Leeds, Kirklees or North Yorkshire LA wishing to apply for a place in a Wakefield school must apply to their home LA on their CAF.

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 than one offer of a school place from Wakefield LA or a co-ordinating LA 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 in their last year of primary education, year 6, receives a copy of the WCAF (and a Secondary Guide to Parents booklets).

All preferences expressed on the WCAF are valid applications. The governing body of a Voluntary Aided 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 LA or school, along with the WCAF, so that the relevant forms can be processed.

Where a Voluntary Aided school requires a SIF it cannot consider an application unless they receive both the WCAF and SIF 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 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 where this is not strictly required for the governing body to apply their over subscription criteria.

Timetable

Completed WCAF are to be returned to the LEA by the **19 October, 2007**. Any SIF accompanying a WCAF must be returned by this date also.

By **9 November, 2007** the LA will :

- where the parent has listed a VA or co-ordinating LA school the LA will send the WCAF plus any SIF to the admission authorities for them to apply their admission policies.
- have received from co-ordinating LAs copies of their Common Applications forms where a Wakefield school is named by a parent.

By **3 December, 2007** the LA will forward any applications received by 30 November, 2007 to respective LAs and Wakefield VA schools.

By the **14 December, 2007** the LA will have received the eligibility list from the VA schools in Wakefield LA indicating who will and will not be offered a place.

By **18 January, 2008** the LA will have determined eligibility for those schools for which it is the admissions authority.

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 school, the VA school will be informed of the outcome of the application. Wakefield VA schools to update Wakefield LA with any changes.

Where an application has been received from a resident in a co-ordinating LA, the co-ordinating LA will be informed of the outcome of the application.

Where a Wakefield resident has applied for a place at a school in a co-ordinating LA, the co-ordinating LA will inform Wakefield of the outcome of that application.

By **1 February, 2008** the LA applies the scheme for a second time to take account of those offers by co-ordinating LAs and any changes received from Wakefield VA schools.

By **8 February, 2008** Wakefield and co-ordinating LAs will exchange information on which offers of school places in their respective LA are to be accepted.

This exchange of information will allow Wakefield to identify vacancies at its schools.

By **15 February, 2008** the LA will allocate vacant places at schools where it is reasonable and practicable to do so.

In addition for those applications from Wakefield residents where none of the three preferences can be met a place will be allocated to the child in accordance with “preferences not met”.

On **3 March, 2008** Wakefield residents will be sent the single offer of a school place as determined by the scheme. On the same day all Wakefield secondary 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.

Determining Offers in Response to the WCAF

Wakefield LEA 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 Secondary Guide for Parents for deciding places in Community and Controlled schools.

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.

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 secondary 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.

Testing

No secondary school in Wakefield undertakes a selection test of any kind as part of the school's admission arrangements. Where a parent applies for a school in another LA which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, the LA would expect the admissions authority to publish any results of tests before the closing date.

Changes of Address

Any changes of the parental addresses on the WCAF will be accepted up to the 7th January, 2008 and the application will then be considered on this new address. 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. If the original application was received on time then any change of address up to the 7th January, 2008 will not result in the application been categorised as late. Due to the need to co-ordinate applications with co-ordinating LAs any change of address received after the 7th January, 2008 will be deemed as a late application.

Late applications

The closing date for applications in the normal admissions round is the 19 October, 2007.

Late applications received by the LA up to 30 November, 2007 will be classed as on time and be included in the determination of potential offers.

Any WCAF received after this date will be classed a late application.

The home authority shall be defined as that where a child normally resides on 30 November 2007. Therefore if a parent applied in Doncaster before 30 November and moved to Wakefield in December, 2007 submitting another application, the scheme would determine that the Doncaster application be considered first as that was the normal place of residence. The Wakefield application would be considered by Wakefield as "late" with all others received between 1 December and 1 March.

Late applications will be dealt with in the following way :-

For applications received between the 1 December, 2007 and 1 March, 2008 will be considered after the allocation period has ended but before the 1 March, 2008. As far as possible late applications received prior to 1 March will be offered a school place on 1 March but the closer the 1 March deadline an application is received, the less likely it will be that an offer will be made on that date.

- No WCAF received by 3 March, 2008.

Where Wakefield LEA is aware of, for whom it has not received an application, a place at the nearest community or voluntary controlled school will be offered by 1 July, 2008.

- Applications received after 3 March, 2008 will be classed as a casual application and will be dealt with under the arrangements for "casual applications".

Casual Admissions

Applications received after the 3 March, 2008, and for places in year groups other than the normal year of entry to secondary school will be treated as casual admissions and will be dealt with in the following way :

Application received between 3 March 2008 and 31 August, 2008

Applications for Year 7 received up to 31 August, 2008 from Wakefield residents applying for either a Wakefield school or co-ordinating LAs of Barnsley, Leeds, North Yorkshire and Kirkless school must complete a Wakefield Common Application Form. The LA will co-ordinate applications for Wakefield schools and the co-ordinating LAs of Barnsley, Leeds, North Yorkshire and Kirkless only.

Applications from Doncaster residents or Wakefield residents for Doncaster schools will not be co-ordinated and parents could receive multiple offers ie an offer from a Wakefield school and further offer from a Doncaster school.

Residents in the neighbouring LAs of Barnsley, Leeds, North Yorkshire and Kirkless wishing to apply for a Wakefield LEA school must complete their home LA CAF. The LA will ensure that only one offer of a place in a Wakefield school is given. Residents in Doncaster LA who wish to apply for a Wakefield school should apply to Wakefield LA directly and complete the WCAF.

A Wakefield resident wishing to apply to the neighbouring LAs of Barnsley, Leeds, North Yorkshire and Kirkless must complete a WCAF and the LA will forward the application to that LA. It will be for that LA to determine if a place can be offered. Wakefield residents wishing to apply for a Doncaster school should apply direct to the relevant admissions authority.

If any parents approach a foundation or voluntary aided schools directly, the governing body must ensure that the parent completes a WCAF and forwards the application to the LA to process the application, along with the governing body's decision on the application. The LA will notify the parent of its decision and, if the parent is refused a place, the right of appeal must be offered.

The WCAF will :-

- invite the parent to express up to three preferences by completing the form, including, where relevant, any schools in co-ordinating LA in rank order of preference.
- Invite the parent to give their reasons for each preference.

Casual applications received between 1 March, 2008 to 31 August 2008 will be dealt with in the date order of receipt.

The determination of a place at a secondary school will be based on the provisions of the co-ordination scheme as set out in "Determining offers in response to WCAF"

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

Parents who are not offered a place at their preferred schools will be placed on the waiting list on the provisions of the co-ordination scheme as set out in "Waiting Lists" and have the right of appeal.

Application received after 1st September, 2008

Applications received after the 1 September, 2008, and for places in year groups other than the normal year of entry to secondary school will be dealt with in the following way :

The LA will not be considering applications for schools after 1st September, 2008 with neighbouring LAs or VA schools in Wakefield and therefore these applications will not be co-ordinated.

Any applications for a Wakefield school should be made on the WCAF. A Wakefield resident who wishes to apply for a school in any other LA must apply directly to that LA.

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.

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 preference 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 secondary school will be based on :

- any potential offer made by any admissions authority in Wakefield LA.
- Potential offers schools where the LA is the admissions authority.
- The ranking of preference on the WCAF.

If any parents approach foundation or voluntary aided schools directly, the governing body must ensure that the parent completes the 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 the parent is refused a place, the right of appeal must be offered.

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 LA will ensure that only one offer of a place in a Wakefield school is given.

Waiting Lists

The LA will establish a waiting list for all community and voluntary controlled secondary schools in Wakefield where the number of applications for those schools has exceeded the places available in Year 7.

Voluntary Aided schools in Wakefield LA will maintain their own waiting list where the number of applications for those schools has exceeded the places available in Year 7.

The waiting list order of priority for schools will be determined as follows :

- for community and voluntary controlled schools in accordance with LA's admission over-subscription criteria;
- for voluntary aided 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 preferred.

A vacancy arises in Year 7 only when the number of offers to a particular school falls below the published admission number.

The waiting list will be established on the offer day and be maintained for 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 (eg 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 published deadlines for

applying for admission (late applications) or who have had an offer of a place withdrawn also has 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 secondary 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 this provision is included in the respective admission arrangements of the respective admission authority.

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 application will be re-considered and an independent appeal offered where the child cannot be re-offered a place or re-admitted to the school.

Timetable for Co-ordination

19 October, 2007	Closing Date for applications
9 November, 2007	Wakefield LEA sends applications for schools in co-ordinating LEAs to the respective LEA and applications for Wakefield VA schools to the respective Governing Bodies. Applications for schools in other neighbouring LEAs are sent to the respective LEA.
3 December, 2007	Any applications received by 30 November, 2007 to the respective LEAs and Wakefield VA schools.
14 December, 2007	Wakefield's VA high schools sends the list of pupils in eligibility order to the LEA.
18 January, 2008	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 an application has been received for a Wakefield VA school, the VA school will be informed of the outcome of the application. Wakefield VA schools to update Wakefield LEA with any changes. Wakefield LEA informs co-ordinating LEAs of any potential offers for their residents. Co-ordinating LEAs informs Wakefield LEA of any potential offers for Wakefield residents.
1 February, 2008	Wakefield LEA applies the scheme for a second time to take account of offers from co-ordinating LEAs and any changes received from Wakefield VA schools.
8 February, 2008	Wakefield and co-ordinating LEAs exchange information on the confirmation of offers to be made.
15 February, 2008	Wakefield LEA will allocate to vacancies where it is reasonable and practical to do so and identify the single offer of a place to be made to a Wakefield resident where no preference can be met. Wakefield LEA will inform other neighbouring LEAs of places Wakefield LEA are offering to their residents.

3 March, 2008

Offers made to parents by Wakefield LEA.

3 March onwards

Appeals.

Admission Authorities of Wakefield Secondary Schools Covered by the Scheme

Community Schools – Admissions Authority Wakefield LA

Airedale High School, the Arts College
Carleton High School
Castleford High School Technology College
Cathedral CE (VC) High School
Crofton High – Specialist in Maths and Computing
Featherstone Technology College
Hemsworth Arts and Community College
Horbury School, A Specialist Language College
Kettlethorpe High School, A Specialist Language College
The King's High School, Specialising In Mathematics and Computing
Knottingley High School and Sports College
Minsthorpe Community College, A Specialist Science College
Freeston Business and Enterprise College
Ossett Technology College
Outwood Grange Specialist Technology College
Wakefield City High School – A Leading Edge School

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

St Wilfrid's Catholic High School, Sixth Form and Language College
St Thomas a Becket High Catholic College (Specialist Status in Humanities)