

## **Wakefield's Co-ordinated Admission Arrangement Scheme for Pupil Allocation to Primary Schools in 2009-10**

### **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 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 2009.

“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. For foundation schools in Wakefield the LA will act, in conjunction with the schools governing body, as the admission authority for these schools and offer places to parents on their behalf for all year groups.

“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 after 3 April, 2009.

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

## **Explanation**

For the school year 2009/10 the LA will be co-ordinating the arrangements for the admission of pupils to 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. The Governing Bodies of the Catholic and Church of England voluntary aided primary schools are the admissions authorities for those schools. Foundation schools within Wakefield have agreed to adopt the LAs Admissions Policy and the LA will offer places at these schools on behalf of the school’s governing body.

In order to provide every Wakefield parent an offer of a single place the LA will be working with the Governing Bodies of the Catholic and Church of England 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 foundation school or on behalf of the governing body of a voluntary aided 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 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 than 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 a guide to parents).

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. Where SIF are received directly by a VA school the school must inform the LA immediately so it can verify whether a WCAF 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 LA by the **14 November 2008**. Any SIF accompanying a WCAF must be returned by this date also.

By **9 January 2009** the LA will :

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

By the **9 February 2009** the LEA will :

- have received the eligibility list from the VA 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, including foundation schools in Wakefield where it is acting in conjunction with the school's governing body.

Between **9 February 2009** and **23 February 2009** 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 school, the VA school will be informed of the outcome of the application. Wakefield VA 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 **2 March 2009** VA schools will inform the LA of any changes.

Between the **3 March, 2009 and 20 March 2009** the LA will run the scheme for a second time to take account of any changes received from Wakefield VA schools.

By **20 March 2009** 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 **3 April 2009** 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 Primary 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.

### **Changes of Address**

Any changes of the parental addresses on the WCAF will be accepted up to the 2 March, 2009 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 the 2 March, 2009 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 a need to exchange data with surrounding VA schools any change of address received after the 2 March, 2009 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, foundation 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.

### **Late applications**

The closing date for applications in the normal admissions round is the 14 November, 2009.

Late applications received by the LA up to 12 December, 2008 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.

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

- for applications received between the 12 December, 2008 and 3 April, 2009 will be considered after the allocation period has ended but before the 3 April, 2009. As far as possible late applications received prior to 3 April will be offered a school place on 3 April but the closer the 3 April 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 April, 2009

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 by 1 July, 2009.

- Applications received after 3 April, 2009 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 April, 2009, 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 schools after 4, April 2008 with VA schools in Wakefield and therefore these application forms will not be co-ordinated. However the LA will continue to act on behalf of Foundation schools in Wakefield for all year groups in the schools and will offer school places on behalf of the school's governing body at these schools.

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 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 or a foundation school in Wakefield 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 LA or foundation school.
- Potential school offers where the LA is the admissions authority.
- The ranking of preference on the WCAF.

The LA should 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 LEA.

### **Waiting Lists**

The LA will establish a waiting list for all foundation, 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 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 LA is acting as admission authority for the school in conjunction with the schools governing body;
- 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 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 (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 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 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

14 November, 2008	Closing Date for applications
9 January, 2009	Wakefield LEA sends applications for Wakefield VA schools to the respective Governing Bodies. Any applications for schools in other neighbouring LAs are sent to the respective LA.
9 February, 2009	Wakefield's VA primary schools send the list of pupils in eligibility order to the LA.
By 23 February, 2009	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 the school is a Wakefield foundation school the LA will have determined school places in conjunction with the school's governing body. Where a child can not be offered a place, the child will be allocated a place at their nearest community/VA school. The LA informs Wakefield VA schools of any potential offers for their residents.
2 March, 2009	VA schools will inform the LA of any changes.
3 March, 2009 – 20 March, 2009	Wakefield LA applies the scheme for a second time to take account of offers changes from VA.
20 March, 2009	Wakefield will inform other LAs of any offers to be made.
3 April, 2009	Offers made to parents by Wakefield LA.
4 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

Knottingley CE (VC) JI  
Larks Hill JI  
Lawefield Primary  
Ledger Lane J&I

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

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  
St. Peter's CE (VC) Junior

St Thomas CE (VC) Junior  
Standbridge Primary  
Stanley Grove Primary (J&I)  
Stockingate Mill Junior  
Community and Voluntary Controlled Schools – Admissions Authority  
Wakefield LA (cont.)

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