

**Wakefield's Co-ordinated Admission Arrangement Scheme for Pupil -  
Allocation to Secondary Schools in 2011-12**

**Introduction**

Wakefield's scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with the School Admissions (Co-ordination of Admissions Arrangements) (England) Regulations 2008.

**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 eg Aspire Trust or Education Ossett – Community Trust and are their own admissions authority.

“academy schools” means a school which has academy status and is their own admissions authority e.g. Outwood Grange Academy of Excellence.

“specified year” means the school year beginning at or about the beginning of September 2011.

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a VA or foundation schools or Academy 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.

“in-year” means any application for a place in the first year of secondary education that is received after 1 March, 2011.

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

## Explanation

For the school year 2011/12 the LA will be co-ordinating the arrangements for the admission of pupils to all year groups. This scheme however concerns the co-ordination of admissions for the normal year of entry and is for all maintained secondary schools in the LA area (including Academies) and the local authorities of Barnsley, Doncaster, Kirklees, Leeds and North Yorkshire (our “co-ordinating LAs”). Co-ordination for in-year admissions is dealt with by the separate “In-Year Admissions scheme”.

Wakefield LA will become the “clearing house” for all secondary 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 the 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 secondary 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. This is Wakefield LA for all community and voluntary controlled schools in Wakefield, for VA, foundation schools and Academies, the Governing Body of the school and for the schools within co-ordinating LAs it is the respective LA or Governing Body where appropriate.

For children resident in Wakefield the scheme will determine 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 LA’s admission co-ordination scheme to determine the child’s eligibility for admission and make any 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 foundation schools in Wakefield
- On behalf of St Wilfrid’s Catholic High School and St Thomas a Becket Catholic College;
- On behalf of Academies in Wakefield; and
- On behalf of any secondary schools/Academies maintained by another LA.

All offers will be communicated to parents on 1 March 2011.

## The Scheme

The co-ordination scheme will be administered by Wakefield LA and shall apply to every Secondary school/Academy in the LA and 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.

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

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 that LA's 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 the Guide for Parents booklets).

All preferences expressed on the WCAF are valid applications. The governing body of a Voluntary Aided, foundation school or Academy 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 is available from the school and LA and it must be returned to the school. All WCAF must be returned to the LA.

Where a Voluntary Aided, foundation school or Academy 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 a SIF is received directly by a Voluntary Aided, foundation school or Academy 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 supplementary information 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 **31 October 2010**. Any SIF accompanying a WCAF must be returned by this date also.

By **19 November 2010** the LA will :

- where the parent has listed a VA, foundation, Academy 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 2010** the LA will forward any applications received up to and including 26 November, 2010 to respective LAs and Wakefield VA or foundation schools or Academies.

By **17 December 2010** the LA will have received the eligibility list from the VA or foundation schools or Academies in Wakefield LA indicating who will and will not be offered a place.

By **17 January 2011** 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, foundation school or Academy, the VA, foundation school or Academy will be informed of the outcome of the application. Wakefield VA, foundation schools or Academies 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 **28 January 2011** 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 or foundation schools or Academies.

By **11 February 2011** 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 **18 February 2011** 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 **1 March 2011** 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 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 or Academies will apply their own over-subscription criteria in its published admissions policy.

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 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. This will also apply where foundation schools have agreed to adopt the LA’s admissions policy.

### **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 parental addresses on the WCAF will be accepted up to and including 7 January 2011 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 and including 7 January 2011 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 on or after 8 January 2011 will be deemed as a late application.

### **Late applications**

The closing date for applications in the normal admissions round is 31 October 2010.

Applications received by the LA up to and including 26 November, 2010 will be classed as being on time and be included in the determination of potential offers.

Any WCAF received from 1 December 2010 onwards will be classed as late application.

The home authority shall be defined as that where a child normally resides on 30 November 2010. Therefore if a parent applied in Doncaster up to and including 30 November and moved to Wakefield from the 1 December 2010 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 from 1 December 2010 and up to and including the 1 March 2011 they will be considered after the allocation period has ended but before the 1 March 2011. 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 on or before the 1 March 2011.

- Where Wakefield LA is aware of a pupil, 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 2011.

- Applications received from 2 March 2011 onwards will be classed as a casual application and will be dealt with under the arrangements for “casual admissions”.

## **Casual Admissions**

Applications received from 2 March 2011 onwards 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 from 2 March 2011 and up to and including 31 August 2011**

Applications for Year 7 received up to and including 31 August 2011 from Wakefield residents applying for either a Wakefield school or a school in one of the co-ordinating LAs of Barnsley, Leeds, North Yorkshire and Kirklees 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 Kirklees 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 Kirklees wishing to apply for a Wakefield LA 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 Kirklees 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 parent approaches a voluntary aided or foundation school or Academy 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; and
- Invite the parent to give their reasons for each preference.

Casual applications received from 2 March 2011 and up to and including 31 August 2011 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 of the co-ordination scheme as set out in "Waiting Lists" and have the right of appeal.

### **Application received from 1 September 2011 onwards**

Applications received from 1 September, 2011 onwards, and for places in year groups other than the normal year of entry to secondary school will be dealt with through the "In-Year Co-ordination Scheme".

### **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, foundation schools or Academies 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 foundation schools in Wakefield where the LA is acting as admission authority for the school in conjunction with the schools governing body;
- For VA or 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 a 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 until 31 August 2011. From 1 September 2011 this waiting list will then become the waiting list for the Y7 in year applications and will be kept open for the remainder of the academic 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.

### **Acceptance of Offers**

Parents will be asked to accept any school place offered with 10 school days of that offer being made. Where a parent does not accept the school offered within this time limit then the LA will write to the parent giving a further 7 calendar days to accept the school place. Failure to accept the school place may result in the school place being withdrawn by the LA.

Should a place be withdrawn by the LA then the parent will have to re-apply for a school place.

### **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 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

31 October, 2010	Closing Date for applications
19 November, 2010	Wakefield LA sends applications for schools in co-ordinating LAs to the respective LA and applications for Wakefield VA or foundation schools or Academies to the respective Governing Bodies. Applications for schools in other neighbouring LAs are sent to the respective LA.
3 December, 2010	Any applications received up to and including 30 November, 2010 to the respective LAs and Wakefield VA or foundation schools or Academies.
17 December, 2010	Wakefield's VA and foundation high schools or Academies send the list of pupils in eligibility order to the LA.
17 January, 2011	<p>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.</p> <p>Where an application has been received for a Wakefield VA or foundation school or Academy the VA or foundation school or Academy will be informed of the outcome of the application. Wakefield VA and foundation schools or Academies to update Wakefield LA with any changes.</p> <p>Wakefield LA informs co-ordinating LAs of any offers for their residents.</p> <p>Co-ordinating LAs informs Wakefield LA of any offers for Wakefield residents.</p>
28 January, 2011	Wakefield LA applies the scheme for a second time to take account of offers from co-ordinating LAs and any changes received from Wakefield VA or foundation schools or Academies.
11 February, 2011	Wakefield and co-ordinating LAs exchange information on the confirmation of offers to be made.
18 February, 2011	<p>Wakefield LA 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.</p> <p>Wakefield LA will inform other neighbouring LAs of places Wakefield LA are offering to their residents.</p>
1 March, 2011	Offers made to parents by Wakefield LA.

1 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  
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  
Kettlethorpe High School, A Specialist Language College  
Knottingley High School and Sports College  
Minsthorpe Community College, A Specialist Science College  
Freeston Business and Enterprise College

Foundation Schools - Admissions Authority the Governing Body of the School  
Carleton High School  
Horbury School, A Specialist Language College  
The Kings High School, Specialising in Mathematics and Computing  
Ossett 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 )

Academies – Admissions Authority the Governing Body of the School  
Outwood Grange Academy of Excellence