

**WAKEFIELD DISTRICT COUNCIL
CHILDREN AND YOUNG PEOPLE SERVICE**

'IN YEAR' CO-ORDINATION SCHEME

**Wakefield's 'In Year' Co-ordinated Admission
Arrangement Scheme for Pupil Allocation to
Primary and Secondary Schools in 2017/2018**

1. Introduction

- 1.1 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.

2. Interpretation

- 2.1 "the LA" means Wakefield Metropolitan District Council acting in their capacity as local authority.
- 2.2 "the LA area" means the area in respect of which the LA has responsibility for education.
- 2.3 "school" means a community, foundation or voluntary school or Academy (but not a special school) which is maintained by the LA.
- 2.4 "VA schools" means such of the schools as are "voluntary aided schools".
- 2.5 "foundation schools" means schools which are part of a Trust e.g. Aspire Trust or Education Ossett Community Trust and are their own admissions authority.
- 2.6 "academy schools" means a school which has academy status and is their own admissions authority.
- 2.7 "specified year" means the school year beginning at or about the beginning of 1 August 2017 to 31 July 2018
- 2.8 "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.
- 2.9 "co-ordinating LAs" means the LAs of Barnsley, Doncaster, Kirklees, Leeds or North Yorkshire.
- 2.10 "in-year admissions" means any application for a place in any year group for primary or secondary school made outside of the normal admissions round.

3. Explanation

- 3.1 For the 2017/2018 school year the LA will be co-ordinating the arrangements for the admission of pupils to all year groups for all maintained primary and secondary schools and Academies in the LA

area and the local authority of Barnsley, Doncaster, Kirklees, Leeds and North Yorkshire (our “co-ordinating LAs”).

- 3.2 Wakefield LA will become the “clearing house” for admissions to all year groups for all schools in the Wakefield district. The co-ordination scheme for admission to primary and secondary education 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 course of the 2017/2018 academic year receives a single offer of a school place on the same day from the LA.
- 3.3 For children of parents applying for either a Wakefield LA or a school in a co-ordinating LAs area, 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 a school at any time from 1 September 2016 onwards. 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.
- 3.4 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, Academies and Voluntary 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.
- 3.5 For children resident in Wakefield the scheme will determine a single offer of a school from potential offers at primary or 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.
- 3.6 The LA will make the single offer of a school place at a primary or 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 Academies in the Wakefield;
 - On behalf of all VA schools in Wakefield;
 - On behalf of Voluntary Academies; and
 - On behalf of any school or Academy maintained by another LA.
- 3.7 All offers will be communicated to parents within 4 weeks from the date the LA receives the parent’s application.

4. The Scheme

- 4.1 The co-ordination scheme will be administered by Wakefield LA and shall apply to every school and Academy in the LA and its co-ordinating LAs.
- 4.2 There will be a standard form known as the Wakefield Common Application Form (WCAF).
- 4.3 All Wakefield residents must complete a WCAF.
- 4.4 If any parent approaches a voluntary aided, foundation school, Academy or Voluntary 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.
- 4.5 The WCAF will be used for the purpose of admitting pupils into any year group within the 2017/2018 academic year.
- 4.6 The WCAF must be used as a means of expressing up to five 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, foundation schools, Academies and Voluntary Academies)
 - b) for admission to a school located in another LA's area (including VA, foundation schools, Academies and Voluntary Academies).
- 4.7 Residents in 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.
- 4.8 The WCAF will invite parents to give their reasons for each preference.
- 4.9 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.
- 4.10 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.

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

4.12 Where a Voluntary Aided, foundation school, Academy or a Voluntary 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, Academy or Voluntary 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 SIF however not completing one may have a detrimental effect when that Governing Body considers the application against its admissions criteria.

5. Timetable

5.1 Completed WCAF are to be returned to the LA by the parent. Any SIF accompanying a WCAF must be returned by this date also.

5.2 Within 5 school days from the receipt of a WCAF the LA will:

- where the parent has listed a VA, foundation, Academy or Voluntary Academy or co-ordinating LA school 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.

- 5.3 Within 15 school days of receipt of the WCAF the LA will have received notifications from either the VA , foundation schools, Academy or Voluntary Academy in Wakefield or from the co-ordinating LA indicating whether or not the Governing Body or LA can offer the applicant a school place.
- 5.4 Between the 15 school days and 20 school days from receipt of the WCAF the LA will have determined eligibility for those schools for which it is the admissions authority.
- 5.5 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.
- 5.6 Where an application has been received for a Wakefield VA, foundation school, Academy or Voluntary Academy, the relevant school or Academy will be informed of the outcome of the application. Wakefield VA, foundation schools, Academies or Voluntary Academies to update Wakefield LA with any changes.
- 5.7 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.
- 5.8 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.
- 5.9 In addition, for those applications from Wakefield residents where none of the five preferences can be met a place will be allocated to the child in accordance with “preferences not met”.
- 5.10 By 20 school days from receipt of the WCAF, residents living in the Wakefield District will be sent the single offer of a school place by Wakefield LA as determined by the scheme. On the same day all Wakefield schools will be sent confirmation of those children whose parents have been sent a single offer of a school place at their respective schools.

6. Fair Access Protocol

- 6.1 Where an applicant meets the criteria set in the LA’s Fair Access Protocol the application will be dealt with under the provisions of the Protocol and not under the “In-Year Co-ordination Scheme”.

7. Acceptance of School Places

- 7.1 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.
- 7.2 Should a place be withdrawn by the LA then the parent will have to re-apply for a school place.

8. Determining Offers in Response to the WCAF

- 8.1 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.
- 8.2 Wakefield will match preferences expressed on the WCAF and:-
- where a child is eligible for a place at only one of the nominated schools, that school will be allocated to the child; or
 - 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, foundation schools, Academies and Voluntary Academies will apply their own over-subscription criteria in its published admissions policy.
- 8.3 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”.
- 8.4 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.

9. Preferences Not Met

- 9.1 Where the LA cannot make a single offer for any of the preferences expressed by a parent resident in Wakefield on the WCAF, a place will be allocated to the child at the nearest community, voluntary controlled

school or Academy in Wakefield with places available, to their normal place of residence.

- 9.2 Places will be allocated to these pupils after all preferences for a school have been met.
- 9.3 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.

10. Waiting Lists

- 10.1 Waiting lists for all year groups will be set by the individual school where the Governing Body is the Admissions Authority (ie Voluntary Aided schools and Academies) and by the LA for all Community and Voluntary Controlled Schools.
- 10.2 For Community, Voluntary Controlled schools and Academies, waiting lists for all year groups will be established on 1 September 2017 in line with the guidance below. For the school intake years (ie YR for Primary schools, Y3 for Junior Schools and Y7 for Secondary schools) the waiting lists will be formed from the waiting list of the respective school in the normal admissions round. Waiting lists will be maintained for the remainder of the academic year and will be ceased on 31 August 2018. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to re-apply for that academic year on the WCAF.
- 10.3 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 and Academies in Wakefield where the LA is acting as admission authority for the school in conjunction with the schools governing body;
 - for VA, foundation schools, Academies or Voluntary Academies in accordance with the governing body's admission criteria.
- 10.4 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, third, fourth and fifth 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, fourth or fifth;
 - 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 allocated a place at their fourth preference school; they will be placed on the waiting list for their first, second and third placed school;
 - Where a parent has been allocated a place at their fifth preference school; they will be allocated a place at their first, second, third and fourth placed school;
 - 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.
- 10.5 A vacancy arises only when the number of offers to a particular school falls below the published admission number.
- 10.6 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.

11. Right of Appeal

- 11.1 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 had an offer of a place withdrawn also has the right of appeal.
- 11.2 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.
- 11.3 *(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).

12. False Information

- 12.1 Where the LA has made an offer of a place at a 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 the place will be withdrawn.

- 12.2 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.
- 12.3 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.

13. Timetable for Co-ordination

Within 5 school days of LA receiving WCAF	Wakefield LA sends applications for schools in co-ordinating LAs to the respective LA and applications for Wakefield VA, foundation schools or Voluntary Academies to the respective Governing Bodies. Applications for schools in other neighbouring LAs are sent to the respective LA.
Within 15 school days of LA receiving WCAF	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, foundation school or Voluntary Academy, the respective school will be informed of the outcome of the application. Wakefield VA, foundation schools or Voluntary Academies to update Wakefield LA with any changes. Wakefield LA informs co-ordinating LAs of any offers for their residents. Co-ordinating LAs informs Wakefield LA of any offers for Wakefield residents.
Within 20 school days of LA receiving WCAF	Offers made to parents by Wakefield LA. Wakefield LA will inform other neighbouring LAs of places Wakefield LA are offering to their residents.
Within 10 school days of offer	Parent accepts offer

14. Admission Authorities of Wakefield Schools/Academies Covered by the Scheme

- 14.1 **Community High School – Admissions Authority Wakefield LA**
Kettlethorpe High School, A Specialist Language College

14.2 Secondary Academies – Admissions Authority the Governing Body of the School

Airedale Academy
Carleton Community High School
Castleford Academy
Cathedral Academy
Crofton Academy
De Lacy Academy
Featherstone Academy
Hemsworth Arts and Community Academy
Horbury Academy
Minsthorpe Community College
Ossett Academy
Outwood Grange Academy
St Wilfrid's Catholic High School, Sixth Form and Language College, a Voluntary Academy
St Thomas a Becket High Catholic College, a Voluntary Academy
The Freeston Academy
The King's School
Wakefield City Academy

14.3 Community and Voluntary Controlled Primary Schools – Admissions Authority Wakefield LA

Ackton Pastures Primary
Ackworth Howard CE (VC) J&I
Altofts Junior
Ash Grove J&I
Badsworth CE (VC) JI
Bell Lane Primary (J&I)
Carlton J&I
Crofton Infant
Crofton Junior
Dane Royd J&I
Fairburn View Primary School
Fitzwilliam Primary
Flanshaw J&I
Girnhill Infant
Greenhill Primary
Grove Lea Primary
Half Acres Community Primary
Hendal Primary (JIN)
Horbury Primary
Horbury St Peter's and Clifton CE (VC) Primary
Lawefield Primary
Lee Brigg Infant
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
Newlands Primary
North Featherstone J&I
Northfield JI & Nursery with Autism Resource
Pinders Primary (JIN)
Purston Infant
Ryhill JI & Nursery
Sharlston Community
Shay Lane Primary (J&I)
Smawthorne Henry Moore Primary
Snapethorpe Primary
Southdale CE (VC) Junior
South Hiendley J, I & EY
South Kirkby Common Road Infant and Nursery
South Parade Primary
Stanley St. Peter's CE (VC) Primary & Nursery
St Thomas CE (VC) Junior
Stanley Grove Primary & Nursery
Stockingate Mill Junior
Streethouse JI & Nursery
Townville Infant
Upton Primary
West Bretton J&I
Wheldon Infant
Wrenthorpe Primary

14.4 Foundation Primary Schools – Admissions Authority the Governing Body of the School

Cobblers Lane Primary
Dimplewell Infant
Flushdyke JI
Towngate Primary

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

All Saints CE JI
Alverthorpe St Paul's CE (VA) J&I
Holy Trinity CE (VA) JI
Normanton All Saints CE (VA) Infant
Sandal Castle VA Community Primary
St. John's CE (VA) J&I
St. Mary's CE (VA) Primary (J&I)

14.7 Primary Academies – Admissions Authority the Governing Body of the School

Airedale Infant

Airedale Junior
Carleton Park JI
Castleford Park Junior Academy
Crigglestone St James CE (VC) Primary Academy
Darrington CE Primary School
De Lacy Primary Academy
England Lane Academy
English Martyrs Catholic Primary, a Voluntary Academy
Gawthorpe Community Academy
Glasshoughton Infant Academy
Halfpenny Lane JI School
Havercroft Academy
Heath View Academy
Holy Family & St Michaels Catholic Primary, a Voluntary Academy
Horbury Bridge CE (VC) JI Academy
Jerry Clay Academy
Kinsley Primary
Knottingley St Botolphs CE Academy
Larks Hill JI School
Normanton Common Primary
Normanton Junior
Orchard Head JI School
Outwood Primary Academy Kirkhamgate
Outwood Primary Academy Ledger Lane
Outwood Primary Academy Lofthousegate
Rooks Nest Academy
Sacred Heart Catholic Primary, a Voluntary Academy
Oyster Park Primary School
Sandal Magna Community Academy
Simpson's Lane Academy
South Ossett Infants' Academy
St Austin's Catholic Primary, a Voluntary Academy
St Giles CE Academy
St Helen's CE Primary School
St Ignatius Catholic Primary, a Voluntary Academy
St John the Baptist Catholic Primary, a Voluntary Academy
St Joseph's Catholic Primary (Castleford), a Voluntary Academy
St Joseph's Catholic Primary (Pontefract), a Voluntary Academy
St Joseph's Catholic Primary (Moorthorpe), a Voluntary Academy
St Michael's CE Academy
The Rookeries Carleton JI School
The Vale Primary Academy
Three Lane Ends Academy
Walton Primary Academy
West End Academy
Willow Green Academy