

Leicester
City Council

WARDS AFFECTED
All Wards

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:
Education & Lifelong Learning Scrutiny
Cabinet

4 November 2003
15 December 2003

**CO-ORDINATED SCHEME FOR SECONDARY
ADMISSION ARRANGEMENTS 2005**

Report of the Corporate Director of Education and Lifelong Learning

1. Purpose of the Report

- 1.1 This report presents the draft co-ordinated scheme for secondary admission arrangements 2005 for Cabinet approval and reports on the timescales required for meeting the requirements of the Education Act 2002 and the Code of Practice on Admissions.

2. Summary

- 2.1 The report presents the legal requirement to introduce a scheme under the Education Act 2002 and proposes such a scheme for adoption. Parental preferences from all City residents will be managed in conjunction with neighbouring admission authorities to provide a single offer on the specified "national offer day" (1st March) using a new equal preference system. This will eliminate many multiple applications and increase the success of second and third preferences for approximately 100 parents at year 7 entry. Links are made to other planned future changes in admissions, currently under consideration. It was agreed by the Admissions Forum that a single application and a shared closing date would make the system fairer for parents.

3. Recommendations

- 3.1 Cabinet is recommended to approve and adopt the scheme outlined in Appendix A.

4. Headline Financial and Legal Implications

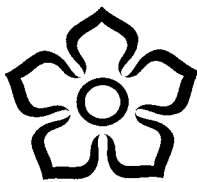
- 4.1 Initial scoping of the impact of this new arrangement suggests that additional administrative work will be required. This is likely to cost £20,000 per year, for which there is currently no budgetary provision. Further investigative work is ongoing to see if some of the new work can be absorbed into the department, or if funding from existing budgets can be found (David Wilkin, Head of Education Finance ext 7750).
- 4.2 In the event that the national software modifications are not delivered by August 2004, there will be a further requirement for two or three additional temporary staff between September 2004 and January 2005 to assist with the processing of preference forms.
- 4.3 The legal issues are properly dealt with in the report and the draft scheme meets the requirements of the Education (Co-ordination of Admissions Arrangements) (Secondary Schools) Regulations 2002 (Guy Goodman Assistant Head of Legal Services ext 7054)

5. Report Author/Officer to contact:

Janet Shaw
 Education Officer (Pupils)
 Extn: 7836

DECISION STATUS

Key Decision	No
Reason	N/A
Appeared in Forward Plan	N/A
Executive or Council Decision	Cabinet



Leicester
City Council

**WARDS AFFECTED:
ALL WARDS (CORPORATE ISSUE)**

**FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:
Education & Lifelong Learning Scrutiny
Cabinet**

**4 November 2003
15 December 2003**

**CO-ORDINATED SCHEME FOR SECONDARY
ADMISSION ARRANGEMENTS 2005**

SUPPORTING INFORMATION

1. Report

- 1.1 The Council must comply with a new statutory requirement for every LEA to draw up a scheme covering year 7 entry to all maintained schools in the area. The Council must ensure that parental preferences from all City residents are managed in conjunction with neighbouring admission authorities to provide a single offer on the specified “national offer day” (1st March). The most significant change proposed in the scheme is to change from the present system to an equal preference system as in the DfES recommended model in the Code of Practice on Admissions. Leicester’s neighbouring admissions authorities are pursuing this system. The difference between the two systems is explained in Appendix B.
- 1.2 The effect of the “equal preference” system on local schools would be small because most schools in the City (nine) fill with first preferences. Of the remaining seven, four schools do not fill to capacity and can take all pupils. The three remaining schools currently fill with a few second preferences. Under the new system, these will take children who live closer to the school. Fewer parents - approximately 50 -100 (based on 2003 applications data) - will then be dissatisfied if they use their second or third preference for the priority area school. There may be fewer complaints from people who, under the present system, fail to get their priority area school by not putting it first.
- 1.3 This change must comply to a statutory timescale. Further improvements are planned to reduce dissatisfaction with admissions, namely:
- the annual consultation in Jan - March 2004 on priority criteria for

2005. A Cabinet decision on this is required by April 15th 2004;

- a future consultation to reconsider priority areas or to introduce alternative geographic features into the criteria.
- addressing the implications of any additional capacity arising from “Building Schools for the Future” to improve scope of choice for parents.

1.4 It must be stressed that any alterations to admissions criteria will only affect relatively small numbers of families. The fundamental problem for the City is that whilst the overall capacity of schools is so close to the number of requests (and some schools are more popular than others), many schools operate full or overfull year-groups. Changes to the admissions policy will only mean that the limited places will be awarded to different parents. In effect, this will remove dissatisfaction for some whilst creating it for others.

1.5 Initial discussions were undertaken in the Admissions Forum as to how a future coordinated Scheme might work in Leicester. Taking into account proposals from Leicestershire and Nottinghamshire the issue of an “equal preference system” was explored fully and recommended. It was agreed that a single application and a shared closing date would make the system fairer for parents.

1.6 A draft scheme has been drawn up based on the Admissions Forum recommendations, and is currently out to consultation with a closing date of the end of October 2003 (see Appendix A). The scheme and timetable closely follow the guidance contained in the DfES document “School Admissions Code of Practice”.

1.7 The Council must determine the scheme and submit it to the Secretary of State by 1st January 2004. It will then be incorporated into the normal statutory round of consultation on admissions policy to be conducted between January and March 2004 for the policy for entry in 2005

1.8 Scrutiny Committee accepted the report without comment on 4th November 2003.

2. Financial Implications

2.1 These are detailed in section 4.1 of the report.

3. Legal Implications

3.1 These are detailed in section 4.2 of the report.

4. Other Implications

OTHER IMPLICATIONS	YES/NO	Paragraph References within this report
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Equal Opportunities	Yes	1.1, 1.5
Policy	Yes	1.1
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on Low Income	No	

5. Background Papers – Local Government Act 1972

- 5.1 Cabinet
School Admission Procedure Changes – 7 November 2002

6. Consultation

- 6.1 All Secondary, Primary and Junior Schools, and Admissions' Forum members have been consulted. The responses were incorporated.

7. Report Author

Janet Shaw
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Extn: 7836

LEICESTER CITY EDUCATION AUTHORITY

CO-ORDINATED SCHEME FOR TRANSFER TO SECONDARY SCHOOL

1. Introduction

- 1.1 The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002, which followed the Education Act 2002, introduced a new statutory requirement for every LEA to draw up a scheme covering every maintained school (but not special schools) in its area. Regulations also require LEA's to exchange specified information with their neighbours. The purpose of a coordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within that LEA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.
- 1.2 The duty to comply with parental preference will not be affected by coordinated admission arrangements, except where more than one place could be offered, nor will the coordinated scheme affect the rights and duties of governing bodies of Voluntary Aided schools to set and apply their own admission arrangements and over-subscription criteria.
- 1.3 The proposed scheme must be agreed and submitted to The Secretary of State by 1st January 2004. Regulations require applications for all secondary schools within a LEA's area to be coordinated from September 2005 intakes onwards. Full details of the coordinated scheme must be included in the LEA's composite prospectus.

2. Requirements of a Leicester City Scheme

- 2.1 Parents must be invited to express at least three preferences, which may be for schools within or beyond Leicester City, on a common application form. This form can be supplemented (but not replaced) by additional forms for the two Church schools in the City needing extra information, e.g. to assess religious commitment. The form must enable parents to:
- Express their preferences;
 - Give their reasons for applying for their preferred schools; and
 - Rank those preferences
- 2.2 Leicester City schools receiving direct applications must inform the LEA appropriate for the parent's address so that they can ensure that the parent concerned has received an appropriate common application form

from the LEA.

3. Administration and Timetable Proposed

- 3.1 **Common form** The proposed common application form (see Appendix 1) invites all parents resident in the City to name at least three preferred schools, in order of preference by 24th October for admission the following September. It must be made clear that parents should name all schools at which they wish their child to be considered, and that all preferences will be processed. A common form which is nationally recommended may be developed and adopted instead of the proposed one for ease of inter-authority data transfer.
- 3.2 **Data sharing** By 14th November, the City Council sends other admission authorities details of applications for their schools. Any additional information received by the other admissions authorities direct (e.g. letter of support from minister, professional documentary evidence etc) can be treated in the same way as that received via the LEA, once it has been established that this only relates to applications which are mentioned and ranked on the City Council's form.
- 3.3 **First draft results (Council)** The City Council applies its own admissions criteria (shown in Appendix 2) to requests for places in its own schools, whether applications have come direct from parents resident in the City or outside, and regardless of the ranking of each preference.
- 3.4 **Sharing first draft results** Meanwhile the Aided schools apply their admission criteria, and by 15th January send the City Council a list indicating the order in which all their applicants have priority. This list may not need to prioritise all applicants if the school is heavily oversubscribed, but it will need to extend beyond the number of places available so that extra children can be awarded places that are freed up by the application of the process.
- 3.5 **Dealing with multiple potential offers** The City Council then compares the priority lists from all schools in its area, including the Aided schools. Where a child qualifies for more than one offer, a place would be offered at the school which was highest up the parents' order of ranking. For applicants living outside Leicester, the City notifies the home LEA whether or not it is able to offer a place in line with any preferences made.
- 3.6 **Elimination of vacancies** When a child's offer is identified, other potential offers are deleted creating vacancies, on lists for other schools for which a preference was expressed by that parent. For each vacancy created by multiple potential offers, another child, who was previously not successful in the draft list is moved up the list and given a potential offer.
- 3.7 **Cross-border offers to City children** By 15th January, the City Council will also have received notifications from the County LEA of potential offers in any County school in response to a preference expressed by a City

resident. There will be, at most, one such offer because the County LEA will have followed the process described in 3.6. If no preferred school in the City can be offered the LEA will not look for an alternative place if it knows that the County will be making an offer of a place. If a place could have been offered by each LEA, the offer made will be decided by the parent's ranking.

- 3.8 **Unplaced children** If any child has no potential offer, the City Council considers how to allocate a place in the City in the nearest school with room. This may reflect school capacities but also other pressures on schools.
- 3.9 **Final draft results** The City Council then sends all schools that it maintains the final lists of pupils to be allocated places, at least a week before 1st March so that errors and anomalies can be eliminated.
- 3.10 **Offers to parents** On 1st March the "National Offer Day" the City Council writes to every resident parent who filled in an application form to tell them of the allocated place. Where the school in question is its own admission authority, the City Council must state that the offer is being made on behalf of that school's governing body.
- 3.11 **Late applications** Late applications and requests for changes to preferences will be dealt with as follows:

Received after 24th October deadline but before 1st March. When the LEA considers that they are received late for a good reason, e.g. when a single parent has been ill for some time, or a family has moved into the area since 24th October, these will be considered along with the applications received before the deadline, providing documentary evidence of the reason for the lateness is also received.

Any other late applications will be considered together with those received after 1st March.

Received after 1st March. These will be grouped and dealt with and at the end of March, and at the end of May. Allocations will be made on 1st May and 1st July respectively and will be for places at schools where there are vacancies remaining. They will be processed by the same method as described above.

Received after 1st July or for years other than the normal year of entry. These will be handled as quickly as possible if places are available and will be treated as mid-term admissions.

4. Scheme Timetable for September 2005 Intake

	Applications meeting deadline	Applications received after 1 st March 2004	Applications received between 6/4 – 3/5
Closing date for applications	24 th October 2004	5 th April 2005	1 st June 2005



Applications data shared with other LEA's and the Aided schools.	14 th November 2004	10 th April 2005	15 th June 2005
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First draft results shared between City Council, Aided Schools and other LEA's.	15 th January 2005	15 th April 2005	15 th June 2005
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Final draft results shared with schools	23 rd February 2005	20 th April 2005	20 th June 2005
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Offers made to parents by the City Council LEA, including offers made to parents living in other LEA's	1 st March 2005	1 st May 2005	1 st July 2005
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APPEALS



OFFICE USE ONLY

Date Received:

Logged by:

**APPLICATION FOR A
SCHOOL ADMISSION
TRANSFER PROCESS
FOR ENTRY SEPTEMBER 2005**

Education and Lifelong Learning
Marlborough House
38 Welford Road,
Leicester
East Midlands LE2 7AA

PLEASE ANSWER ALL QUESTIONS. Failing to do so will delay the processing of this form. For further information please see the accompanying handbook. Only the person who has legal responsibility should complete the form.

DEADLINE DATE: 24th OCTOBER 2004

1 CHILD DETAILS

Full Name:

Male

Female

Date of Birth:

Please check your address below is correct if not, please provide the correct address.

Address:

New Address:

Postcode:

Postcode:

Telephone:

Mobile:

E-Mail:

Current School:

For your information your Priority Area School(s) are:

2 SCHOOL PREFERENCES

If any of your preferences include a **County or Church Aided** school(s) please tick box:

We will always try to meet your first preference. However, there is no guarantee of a place even at your priority area school. If you are unsuccessful in being offered any of your preferred schools, the next nearest school with space will be offered.

1) First preference:

Tick here if your reasons are based on religious convictions

Reasons:

2) Second preference:

Tick here if your reasons are based on religious convictions

Reasons:

3) Third preference:

Tick here if your reasons are based on religious convictions

Reasons:

3 YOUR CHILD'S EDUCATIONAL HISTORY

Was he/she at the present school in 2003/4 academic year?

Yes

No

Has he/she been given a Statement of Special Education Needs?

Yes

No

Is he/she in the care of Leicester City Council (or another Local Authority)?

Yes

No

Is he/she on social services "Child Protection Register"?

Yes

No

4 HOUSEHOLD INFORMATION

Your relationship to the child:

Parent Guardian Carer Other (please specify)

Does your child have a brother / sister already attending any of you preferred schools (sec 2) YES NO If 'YES' please give full details below:

	Name of Brother/Sister	Date of Birth	Name of school Brother/Sister is attending
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 DECLARATION

I declare all the information I have given is correct. I understand that false or fraudulent information may result in my child losing their place.

DATA PROTECTION ACT 1998: I understand the information provided by me on this form is required for the purpose of processing my child's application. It will only be shared with other sections within the Education & Lifelong Learning Department where appropriate.

Mr Mrs Miss Ms Other

Print Name: Signature:

Date:

If you need help, contact the Admissions Staff on 0116 252 7811 from 9.00am to 4:30pm.

**RETURN TO
ADMISSIONS & INCLUSION, MARLBOROUGH HOUSE, 38 WELFORD ROAD,
LEICESTER, LE2 7AA.**

PRIORITY CRITERIA FOR ENTRY TO SECONDARY SCHOOL

This policy is the one operating for 2004 entry and could change through the annual consultation in 2004 for 2005 entry.

If there are too many requests for a place in a school, priority will be given to children in the following order:

1 st	Pupils who are in the care of a local authority (looked after children).
2 nd	Pupils who are on the Child Protection Register and need to attend an alternative school to avoid the abuser.
3 rd	First preferences for pupils who live in the priority area (former catchment area) for the school.
4 th	Pupils with a sibling (sister or brother) who will be attending the same school up to and including Year 11 at the same time.
5 th	Pupils who have a statement of Special Education Needs.
6 th	Pupils living in the area of a closed school whose parents put one of the linked schools as their first preference. If there are more of these preferences than places available, we will allocate them to the pupils who live closest in a straight line.
7 th	Pupils whose parents are basing their application on religious convictions.
8 th	Pupils who live nearest to the school (measured in a straight line).

If there are more pupils in one of these priority groups than there are places available, we will allocate first to the next criterion as well. We use the distance from home to school as a final tiebreaker.

EQUAL PREFERENCE vs. FIRST PREFERENCE FIRST

Comparison between the model co-ordinated scheme “equal preference” system and the model “first preference first” system currently in use in Leicester, as described in Annex C of the Code of Practice on School Admissions

In the following example the two systems are applied to the same situation to show the different outcomes which would result.

A mother applies for her son Daniel to attend secondary school on the form provided which has room for three preferences. The family live in Headland Road which is situated in the priority area for City of Leicester School, and the customised form is completed to give her this information. Daniel is not Looked after, nor on the CPR or statemented. She chooses:

1. The Lancaster school, because her husband teaches there
2. Judgemeanow, because it is nearby and has good music
3. City of Leicester, because it is also near and is the priority school

Whichever system is applied, the reasons for the parental preferences may only be taken into account if they assist in placing the applicant on the priority order by the published criteria (booklet page 13).

By the **equal ranking system** all three potential applications are processed by the criteria and the potential results are as follows:

1. Unsuccessful – Daniel is ranked 263rd in the priority order and the 240 places are filled by others with higher priority.
2. Successful – Daniel comes 249th on the priority list and there are 243 places. There are then 12 “ghost” offers (which are not made because they are not the highest ranking which are successful) that are eliminated which brings him up to 237th
3. Successful – Daniel comes 64th on the priority list because he lives in the area. However this becomes a “ghost” offer itself because a higher preference was successful.

By the **First preference first system** the results are as follows:

1. Unsuccessful – Daniel is ranked 263rd in the priority order because the 240 places are filled by others with higher priority.
2. Unsuccessful – Daniel is ranked 420th on the list because he comes after all first preferences and second preferences with higher priority.
3. Unsuccessful – Daniel is ranked 503rd because he comes after all first and all second preferences, even though he is high on the third priority list.

The LEA would then have to offer an alternative where there is room – in this case it

would be likely to be Hamilton Community College.